



OFFICE OF MANAGEMENT AND BUDGET

Douglas M. Duncan
County Executive

Beverley K. Swaim-Staley
Director

MEMORANDUM

January 20, 2004

TO: Stephen Farber
Council Staff Director

FROM: Beverley Swaim-Staley, Director
Office of Management and Budget

SUBJECT: FY04 Savings Plan – Round II

Mr. Duncan has authorized me to transmit to you the attached report detailing the actions County government departments and the Public Schools will take to achieve “Round II” of our FY04 Savings Plan targets.

As you know, the purpose of the Savings Plan is to accumulate funds that can be used to sustain essential services in FY05, given the sizable gap we are facing in crafting next year’s budget and preserve a positive ending FY04 fund balance. There are no changes to the targets for the College and the Park and Planning Commission. Based on information available to OMB at this time, the targeted savings can be summarized as follows:

Agency/Branch	FY04 Budget	% of Total	Savings Target	% of Savings Target	Savings Target as a % of Budget*
MCG Round					
Executive Branch**	798,627,410	32.6%	(12,037,050)	48.9%	1.5%
Legislative Branch	9,287,460	0.4%	(266,100)	1.1%	2.9%
Judicial Branch	29,677,650	1.2%	(506,100)	2.1%	1.7%
Subtotal MCG	837,592,520	34.2%	(12,809,250)	52.1%	1.5%
MCPS	1,388,877,848	56.8%	(7,500,000)	30.5%	0.5%
Montgomery College***	145,412,842	5.9%	(2,792,085)	11.4%	1.9%
M-NCPPC	74,669,000	3.1%	(1,493,400)	6.1%	2.0%
Total Tax Supported	2,446,552,210		(24,594,735)		
* The figures are lower for the Executive and Judicial Branches due to the lower target (2%) for Public Safety (Police, Fire, Sheriff, States Attorney, & Circuit Court) vs. 3% for Non-Public Safety					
** Savings from the Executive Branch include additional revenues of over \$500,000					
*** Figures shown reflect savings to offset reductions to State Aid & tuition revenue					



Office of the Director

The revised proposals submitted by Executive Branch departments (for their tax supported accounts) are displayed on the attached report. They have been reviewed and approved by the County Executive.¹ Based on discussions with departments, we believe that directors and managers have chosen carefully how best to accumulate savings during the balance of this year. These proposals represent a variety of actions that will be required between now and June 30. The County Executive believes that we must take these actions as necessary under the fiscal situation as we know it today.

In terms of revenue changes, I wanted to note that we have revised the Federal Financial Participation (FFP) revenue estimates from the first savings plan estimates. Based on additional information and analysis the Department of Health and Human Services advises that FFP revenues will be \$1.7 million less than previously anticipated. The attached report reflects this change. Also, the Police department savings plan reflects a savings of over \$1.2 million related to delays in implementation of the photo red light program. However, there is a related revenue loss of over \$6 million in anticipated fine revenue. This revenue loss will be shown, with other revenue changes (both positive and negative), in the Executive's FY05 Recommended Budget.

We have made an effort to find permanent savings, especially in the "second round" of the FY04 savings plans. Toward this end, Council and the Executive Branch department directors have identified 25 positions to be abolished (twenty more than in the savings plans submitted in November 2003). Several of these positions are filled and the Office of Human Resources will attempt to place these individuals in other positions in the County Government.

Please contact me if you would like to discuss this data further.

BKS:jfb

cc: Douglas M. Duncan, County Executive
Bruce Romer, Chief Administrative Officer
Dr. Jerry Weast, Superintendent, Montgomery County Public Schools
All County Government Department Heads and Merit Directors

Attachments:

Reader's Advisory: Definition of Verbs Used
FY04 Savings Plan – Summary by Department and Agency
FY04 Savings Plan – Round II Summary
FY04 Savings Plan – Round II Description/Justification

¹ The report also includes proposals submitted to OMB by the offices of the legislative and judicial branches.

FY04 SAVINGS PLAN
DETAILED LISTING OF REDUCTIONS
IN
TAX-SUPPORTED FUNDS

MONTGOMERY COUNTY GOVERNMENT

Executive Branch
Legislative Branch
Judicial Branch

READER'S ADVISORY

The attached report format, using *short, abbreviated* items, does not allow detailed descriptions of the County Government's Savings Plan actions. Council and the public are encouraged to seek clarifications from OMB and departments on the details and impacts of these actions.

On the following pages, each action will be preceded by a verb that is intended to communicate the service impact of the actions. Below is a description of each verb and its definition.

Verb and Definition
Eliminate - the total elimination of a service, with no anticipation of the service being provided by another entity; or
Reduce - reduction but not elimination of a service.
Decrease Cost - For issues involving a reduction in cost without service impact
Shift - For issues involving:
1) the transfer of service delivery and attendant costs between County Government departments; or
2) elimination or reduction of a service, with the anticipation that the service will be provided by another (e.g., state, privatization)

FY04 SAVINGS PLAN			Target 1	Target 2		
	Tier 1: Non Public Safety=		2.0%	1.0%		
	Tier 2: Public Safety=		1.0%	1.0%		
	Tier 3: Legislative Branch =		2.0%	1.0%		
	FY04 Approved	Exempted from Savings Plan	Savings Plan Target I	Savings Plan Target II	Total	% Exp Change from FY04
Tier 1: Non Public Safety						
Board of Elections	4,087,520		(81,750)	(40,880)	(122,630)	-3.0%
Board of Liquor License Commissioners	892,560		(17,560)	(8,930)	(26,490)	-3.0%
Circuit Court	7,974,600	2,950,600	(100,880)	(50,240)	(151,120)	-1.9%
Commission for Women - Expenditures	872,700		(9,000)	0	(9,000)	-1.0%
Commission for Women - Revenues			(8,450)	0	(8,450)	0.0%
County Attorney	4,436,310	850,000	(72,550)	(36,370)	(108,920)	-2.5%
County Executive	4,085,480		(81,710)	(40,850)	(122,560)	-3.0%
Economic Development	5,077,290		(101,550)	(50,770)	(152,320)	-3.0%
Economic Development Fund	465,750	465,750	0	0	0	0.0%
Environmental Protection	3,917,860		(78,360)	(39,180)	(117,540)	-3.0%
Ethics Commission	188,340		(3,770)	(1,880)	(5,650)	-3.0%
Finance - Expenditures	7,974,920		0	(313,920)	(313,920)	-3.9%
Finance - Revenues			(600,000)	(40,650)	(640,650)	0.0%
Health and Human Services - Expenditures	151,579,630	68,171,220	0	(875,230)	(875,230)	-0.6%
Health and Human Services - Revenues			(1,668,170)	1,740,760	72,590	0.0%
Housing and Community Affairs	6,808,050		(136,160)	(68,080)	(204,240)	-3.0%
Human Resources	6,391,770	132,230	(125,190)	(62,600)	(187,790)	-2.9%
Human Rights	1,874,260	0	(37,490)	(18,740)	(56,230)	-3.0%
Intergovernmental Relations	586,110		(11,720)	(5,860)	(17,580)	-3.0%
Management and Budget	3,270,360		(65,410)	(32,700)	(98,110)	-3.0%
Non Departmental Accounts	53,862,810	44,215,400	(192,950)	(96,180)	(289,130)	-0.5%
Procurement	2,394,670		(42,740)	(24,230)	(66,970)	-2.8%
Public Information	1,128,560	0	(22,570)	0	(22,570)	-2.0%
Public Libraries	30,983,550		(619,670)	(309,840)	(929,510)	-3.0%
Public Works & Transportation	57,697,910	9,261,480	(968,730)	(454,360)	(1,423,090)	-2.5%
PWT-Transit Services - Expenditures	73,210,670	63,264,600	(198,920)	(141,460)	(340,380)	-0.5%
PWT-Transit Services - Revenues				42,000	42,000	0.0%
Recreation	21,661,630	1,540,020	(402,430)	(201,220)	(603,650)	-2.8%
Regional Services Centers	2,866,660		(57,330)	(28,670)	(86,000)	-3.0%
Technology Services	21,735,790		(454,720)	(217,360)	(672,080)	-3.1%
Urban District - Bethesda	2,019,960		0	0	0	0.0%
Urban District - Silver Spring	1,829,690		(27,650)	(13,820)	(41,470)	-2.3%
Urban District - Wheaton	887,050		(4,110)	(2,050)	(6,160)	-0.7%
Utilities	12,681,670	12,681,670	0	(48,000)	(48,000)	-0.4%
Total Non Public Safety	493,444,130	203,532,970	(6,191,540)	(1,441,310)	(7,632,850)	-1.5%

	FY04 Approved	Exempted from Savings Plan	Savings Plan Target I	Savings Plan Target II	Total	% Exp Change from FY04
Tier 2: Public Safety						
Sheriff	13,059,020		(130,590)	(130,590)	(261,180)	-2.0%
State's Attorney	8,644,030		(86,440)	(7,360)	(93,800)	-1.1%
Police	150,316,670		(1,503,170)	(1,503,170)	(3,006,340)	-2.0%
Correction and Rehabilitation	43,711,930		(438,220)	(199,290)	(637,510)	-1.5%
Fire and Rescue Service	119,129,280	8,585,540	(459,060)	(452,410)	(911,470)	-0.8%
Subtotal Public Safety	334,860,930	8,585,540	(2,617,480)	(2,292,820)	(4,910,300)	-1.5%
Tier 3: Legislative Branch						
Board of Appeals	521,930	0	(13,120)	0	(13,120)	-2.5%
County Council	6,785,730	0	(135,710)	(67,860)	(203,570)	-3.0%
Inspector General	463,140	0	(9,260)	(4,630)	(13,890)	-3.0%
Legislative Oversight	719,090	0	(14,380)	(7,190)	(21,570)	-3.0%
People's Counsel	213,410	0	(4,270)	(2,130)	(6,400)	-3.0%
Zoning & Administrative Hearings	466,310	0	(4,010)	0	(4,010)	-0.9%
Merit System Protection Board	117,850	0	(2,360)	(1,180)	(3,540)	-3.0%
Subtotal Legislative Branch	9,287,460	0	(183,110)	(82,990)	(266,100)	-2.9%
Total Tax Supported MCG Budget	837,592,520	212,118,510	(8,992,130)	(3,817,120)	(12,809,250)	-1.5%
RECOMMENDED AGENCY TARGETS						
MCPS	1,388,877,848	0	(3,700,000)	(3,800,000)	(7,500,000)	-0.5%
College	145,412,842	0	(2,792,085)	0	(2,792,085)	-1.9%
MNCPPC	74,669,000	0	(1,493,400)	0	(1,493,400)	-2.0%
Subtotal Other Agencies	1,608,959,690	0	(7,985,485)	(3,800,000)	(11,785,485)	-0.7%
GRAND TOTAL SAVINGS PLAN	2,446,552,210	212,118,510	(16,977,615)	(7,617,120)	(24,594,735)	-1.0%

FY04 SAVINGS PLAN			Target 1		
Tier 1: Non Public Safety=			2.0%	1.0%	
	FY04	Exempted from Savings Plan	Target Reductions 1	Target Reductions 2	Total Target Reductions
NDA - Arts Council and Humanities	1,086,620	0	(21,730)	(10,870)	(32,600)
NDA - Boards, Committees and Commissions	5,000	5,000	0		0
NDA - Charter Review Commission	1,500	1,500	0		0
NDA - Closing Costs Assistance	137,250		(2,750)	(1,370)	(4,120)
NDA - Community Grants	2,307,130	2,307,130	0		0
NDA - Compensation Adjustment	725,480	725,480	0		0
NDA - Conference and Visitor's Bureau	472,850	472,850	0		0
NDA - Conference Center	226,000	226,000	0		0
NDA - Council of Governments	660,170	660,170	0		0
NDA - County Associations	56,520	56,520	0		0
NDA - Desktop Modernization	4,045,960	0	(80,920)	(40,460)	(121,380)
NDA - Grants to Munic. in Lieu of Shares Ta	28,020	28,020	0		0
NDA - Group Insurance-Retirees	17,763,240	17,763,240	0		0
NDA - Historical Activities	304,290	304,290	0		0
NDA - Homeowners' Association-Roads	225,180	225,180	0		0
NDA - Housing Opportunities Commission	4,347,580	0	(86,950)	(43,480)	(130,430)
NDA - Independent Audit	282,000	282,000	0		0
NDA - ITPCC	30,000	0	(600)	0	(600)
NDA - Judges' Retirement Contribution	38,860	38,860	0		0
NDA - Motor Pool Fund Contribution	92,410	92,410	0		0
NDA - Municipal Tax Duplication	4,719,920	4,719,920	0		0
NDA - Prisoner Medical Services	20,000	20,000	0		0
NDA - Public Technology, Inc.	27,500	27,500	0		0
NDA - Risk Management	8,706,400	8,706,400	0		0
NDA - State Positions Supplement	218,140	218,140	0		0
NDA - State Retirement Contribution	733,350	733,350	0		0
NDA - Support for the Arts	586,840	586,840	0		0
NDA - Takoma Park Library Annual Paymen	84,600	84,600	0		0
NDA - Takoma Park Police Rebate	425,000	425,000	0		0
NDA - Working Families Income Supplement	5,505,000	5,505,000	0		0
Total NDAs	53,862,810	44,215,400	(192,950)	(96,180)	(289,130)

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Board of Appeals				
<u>Reduce</u>				
S1	Vacant 1/2 Time PAA Position	-13,120	-0.5	0
		-13,120	-0.5	0
	Board of Appeals	-13,120	-0.5	0
Board of Elections				
<u>Decrease Cost</u>				
** S1	State of Maryland Payment for Touchscreen Voting Machines	-122,630	0.0	0
		-122,630	0.0	0
	Board of Elections	-122,630	0.0	0
Board of Liquor License Commissioners				
<u>Decrease Cost</u>				
S1	Lapse of Al./Tob.Enforce.Specialist Position	-10,760	0.0	0
S2	Lapse of Prin.Adim.Aide Position	-6,800	0.0	0
** S3	Additional lapse of Al./Tob. Enforce. Specialist Position	-8,930	0.0	0
		-26,490	0.0	0
	Board of Liquor License Commissioners	-26,490	0.0	0
Circuit Court				
<u>Decrease Cost</u>				
S1	Miscellaneous Savings	-100,880	0.0	0
** S2	Miscellaneous Savings	-50,240	0.0	0
		-151,120	0.0	0
	Circuit Court	-151,120	0.0	0
Commission for Women				
<u>Add</u>				
S7	Reimbursement for Leadership Institute - October 3, 2003	0	0.0	4,320
S8	Reimbursement for Educators' Conference on Technology - March 31, 2004	0	0.0	4,130
		0	0.0	8,450
<u>Decrease Cost</u>				
S1	Funding for Women's Legislative Briefing	-1,200	0.0	0
S2	Office Supplies	-3,400	0.0	0
S3	Equipment Maintenance and Repairs	-3,000	0.0	0
S4	Copier Lease/Rental	-600	0.0	0
S5	Travel Expenses	-300	0.0	0
S6	Books, Videos, and Publications	-500	0.0	0
		-9,000	0.0	0
	Commission for Women	-9,000	0.0	8,450
Correction and Rehabilitation				
<u>Decrease Cost</u>				
S2	Lapse IT Specialist (Info Tech Spec III) - Director's Office	-44,630	-0.7	0
S3	Lapse Chief (Manager II) - Pre Release Division	-29,330	-0.2	0
S4	Lapse Counselor (Correctional Specialist II) - Pre Release Division	-13,970	-0.2	0
S5	Lapse Case Worker Supervisor (Correctional Specialist III) Pre Trial Division	-30,070	-0.3	0
S7	Abolish Captain (Corr Team Leader) Director's Office (Part of Abolish/Create Savings)	-40,360	-0.3	0
S9	Abolish Central Support Supervisor (Corr Spec IV) - Pre Release Division	-51,860	-0.5	0
S11	Urinalysis Operating Costs	-10,000	0.0	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Correction and Rehabilitation				
S14	Food Product Bulk Purchases	-18,000	0.0	0
S15	Lapse Workforce Correctional Officer	-10,100	-0.2	0
S16	Pay Offset - Military Leave	-77,960	-2.0	0
S17	Abolish Correctional Specialist II - Pre Release Division	-32,380	-0.5	0
** S18	Lapse Chief (Manager II) - Pre Release Division for an additional Two (2) months	-29,330	-0.2	0
** S19	Abolish Resident Supervisor II - Pre Release Divison (Honor's Unit)	-16,070	-0.3	0
** S21	Reclassification of Five (5) RNs to LPNs	-23,130	-0.3	0
** S22	Abolish Fiscal Assistant - Management Services Division	-33,780	-0.4	0
** S25	Food Product Bulk Purchases	-71,530	0.0	0
** S26	Expand Inmate Work Program to Reduce Time Served for Short Term Inmates	-20,280	0.0	0
** S27	Reduce electrical usage at MCCF (Utilities: -\$48,000)	0	0.0	0
		-552,780	-6.1	0
<u>Increase Cost</u>				
S8	Create Program Manager I - Director's Office (Part of Abolish/Create Savings)	18,260	0.3	0
** S23	Create Admin Specialist II - Management Services Division	20,940	0.4	0
		39,200	0.7	0
<u>Reduce</u>				
S1	Lapse Internal Investigator (Program Manager II) - Director's Office	-59,590	-1.0	0
S6	Lapse Program Aide - Pre Trial Division	-16,230	-0.2	0
S10	Janitorial Svcs Contract - MCCF	-12,000	0.0	0
S13	Police Over-Time for Pre Trial Division	-10,000	0.0	0
** S20	Abolish Program Manager I (Baker) - MCCF	-26,110	-0.3	0
		-123,930	-1.5	0
Correction and Rehabilitation		-637,510	-6.9	0
County Attorney				
<u>Decrease Cost</u>				
S1	Salary savings by underfilling ACA II Position- Child Protective Services Division	-30,120	0.0	0
S2	Reclass- Paralegal to Program Specialist- Child Protection Unit	-22,170	0.0	0
		-52,290	0.0	0
<u>Eliminate</u>				
** S4	Two Public Services Interns (Law Clerks)	-24,400	-1.0	0
		-24,400	-1.0	0
<u>Reduce</u>				
S3	Lapse- ACA III- General Counsel Division	-20,260	0.0	0
** S5	Lapse- ACAIII- General Counsel Division	-11,970	0.0	0
		-32,230	0.0	0
County Attorney		-108,920	-1.0	0
County Council				
<u>Eliminate</u>				
S1	Legislative Attorney & Executive Administrative Aide positions (Round 1)	-61,000	-1.0	0
		-61,000	-1.0	0
<u>Reduce</u>				
S2	Operating Expenses (Round 1)	-74,710	0.0	0
** S3	Operating Expenses (Round 2)	-67,860	0.0	0
		-142,570	0.0	0
County Council		-203,570	-1.0	0
County Executive				
<u>Decrease Cost</u>				
S2	Lapse Hispanic/Latino Affairs Liaison	-16,600	-0.3	0
** S3	Lapse Office Services Coordinator	-39,410	-0.7	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
County Executive				
S4	Meetings, Meals and Snacks	-7,310	0.0	0
** S5	Abolish Public Hearing Officer	-14,390	-0.1	0
** S6	Miscellaneous Operating Expenses	-6,150	0.0	0
		-83,860	-1.1	0
<u>Reduce</u>				
S1	Abolish Information and Referral Aide II	-38,700	-0.7	0
		-38,700	-0.7	0
County Executive		-122,560	-1.8	0
Economic Development				
<u>Decrease Cost</u>				
S1	Lapse Vacant Principal Administrative Aide	-36,000	-0.4	0
		-36,000	-0.4	0
<u>Reduce</u>				
S2	Small Business Outreach Efforts -- Director's Office	-12,000	0.0	0
S3	General Operating Resources (mailing, courier service, computer supplies, etc.)	-13,550	0.0	0
** S4	Marketing and Business Development	-82,770	0.0	0
S5	General Operating Resources (computer, duplication, conferences, memberships) related to Workforce Investment Services	-8,000	0.0	0
		-116,320	0.0	0
Economic Development		-152,320	-0.4	0
Environmental Protection				
<u>Decrease Cost</u>				
S4	Education, Training & Tuition	-2,000	0.0	0
		-2,000	0.0	0
<u>Eliminate</u>				
S1	Other Professional Services	-26,400	0.0	0
S5	Conference Hosted	-5,800	0.0	0
		-32,200	0.0	0
<u>Reduce</u>				
S3	Professional Services in Director's Office	-2,000	0.0	0
S6	Advertising	-7,550	0.0	0
S7	Other Books, Videos & Subscriptions	-2,630	0.0	0
** S8	Groundwater Sampling by one-third due to contracting and weather delays	-39,180	0.0	0
		-51,360	0.0	0
<u>Shift</u>				
S2	Stormwater Facility Maintenance	-31,980	0.0	0
		-31,980	0.0	0
Environmental Protection		-117,540	0.0	0
Ethics Commission				
<u>Decrease Cost</u>				
S1	Consultation Services	-3,770	0.0	0
** S2	Lapse of a Principal Administrative Aide position	-1,880	0.0	0
		-5,650	0.0	0
Ethics Commission		-5,650	0.0	0
Finance				
<u>Decrease Cost</u>				
** S4	Chargeback Solid Waste Disposal (SWD) for billing and collection fees	-307,710	-2.5	0
** S5	Chargeback Parking Disticts for billing and collection of taxes	-6,210	-0.1	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Finance				
		-313,920	-2.6	0
	<u>Enhance</u>			
S2	Escrow Restructuring	0	0.0	600,000
** S3	Escrow Restructuring - Actual Revenues Received	0	0.0	40,650
		0	0.0	640,650
	<u>Reduce</u>			
S1	FAMIS Maintenance (appropriated in DTS -\$40,000)	0	0.0	0
		0	0.0	0
	Finance	-313,920	-2.6	640,650
Fire and Rescue Service				
	<u>Decrease Cost</u>			
S11	Purchases in property for proboots, gloves, outergear and supplies	-30,000	0.0	0
** S16	Lapse OSC position in LFRD	-50,000	-0.8	0
** S17	Overtime reductions based on condition of apparatus	-343,420	-3.2	0
		-423,420	-4.0	0
	<u>Eliminate</u>			
** S14	Communications IT/Training position	-26,950	-0.4	0
** S15	Construction Codes Rep. II - Code Enforcement	-32,040	-0.4	0
		-58,990	-0.8	0
	<u>Reduce</u>			
S1	Lapse Manager III - EMG	-29,490	-0.5	0
S2	Lapse Program Specialist II - LOSAP	-28,720	-0.5	0
S3	Lapse Office Services Coordinator - ECC	-8,940	-0.3	0
S4	Lapse Office Services Coordinator - Scheduling	-36,100	-1.0	0
S5	Lapse vacant DVFRS Chief	-120,000	-1.0	0
S6	Lapse vacant Program Manager I - EMG Chemical review	-40,000	-0.5	0
S7	Lapse vacant telecommunications manager	-30,000	-0.5	0
S8	Lapse vacant Data Manager	-35,000	-0.5	0
S9	Suspend Orientation Class and Essentials Class at PSTA	-50,000	-0.6	0
S12	Specialty team equipment and supplies	-30,000	-0.2	0
S13	Suspend reprints of the public education brochure	-20,810	0.0	0
		-429,060	-5.6	0
	Fire and Rescue Service	-911,470	-10.4	0
Health and Human Services				
	<u>Decrease Cost</u>			
** S7b	Child Care Subsidies Program (Abolish a vacant Client Assistant Specialist position)	-47,220	-1.0	0
** S10	Shift 14.5 Positions from General Funds to Grant Funds for the Remainder of FY04	-500,250	0.0	0
		-547,470	-1.0	0
	<u>Eliminate</u>			
** S5	Chore Services Program	-25,000	0.0	0
** S9	Family Self Sufficiency Program	-82,390	-2.0	-22,410
		-107,390	-2.0	-22,410
	<u>Reduce</u>			
S2	3rd Round State DHR Reductions - Change in Revenue Source from HB669 to DHR FFP	0	0.0	-725,380
S3	State DHMH Mental Health Reductions - Change in Revenue Source from DHMH to DHR FFP	0	0.0	-938,490
** S4	Senior Community Program Transportation	-109,160	0.0	0
** S7a	Child Care Subsidies Program (Abolish a vacant Fiscal Assistant position)	-40,010	-1.0	0
** S8	Family Self Sufficiency Program (abolish vacant Social Worker II position)	-71,200	-1.0	-23,300
** S11	DHR FFP Revenue from Previous Projections	0	0.0	-1,695,050

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Health and Human Services				
		-220,370	-2.0	-3,382,220
	<u>Restore</u>			
S1	Add New DHR FFP Revenue to Cover S2-3 and FY04 Savings Plan Target Reduction	0	0.0	3,332,040
		0	0.0	3,332,040
Health and Human Services		-875,230	-5.0	-72,590
Housing and Community Affairs				
	<u>Decrease Cost</u>			
** S9	Longbranch - Lapse Planning Specialist III for 6 weeks	-6,760	-0.1	0
		-6,760	-0.1	0
	<u>Eliminate</u>			
S4	Temporary Clerical Help	-10,000	0.0	0
		-10,000	0.0	0
	<u>Reduce</u>			
S1	Consumer Affairs Consultants	-20,000	0.0	0
S2	Code Enforcement - Emergency Housing Services for Condemned Properties	-15,000	0.0	0
S3	Computer Consultant Services	-25,000	0.0	0
** S5	Code Enforcement - Lapse Inspector for 24 weeks	-30,780	-0.5	0
S6	Overtime for Code Enforcement and LTA Investigators	-59,860	-0.8	0
** S8	Consumer Affairs Investigator	-14,520	-0.3	0
		-165,160	-1.6	0
	<u>Shift</u>			
** S7	Temporary Promotion	-22,320	-0.1	0
		-22,320	-0.1	0
Housing and Community Affairs		-204,240	-1.8	0
Human Resources				
	<u>Decrease Cost</u>			
S1	Personnel Lapse Associated with Records Management Reorganization	-80,470	-1.3	0
S2	Operating expenses associated with delaying program schedules and program enhancements	-44,720	0.0	0
** S3	Personnel Lapse in Employment and EEO	-62,600	-0.6	0
		-187,790	-1.9	0
Human Resources		-187,790	-1.9	0
Human Rights				
	<u>Eliminate</u>			
S4	Fair Housing Case Litigation	-10,000	0.0	0
		-10,000	0.0	0
	<u>Reduce</u>			
** S1	Lapse Office Services Coordinator Position	-39,230	-0.6	0
S2	Central Duplicating	-3,000	0.0	0
S3	Fair Housing Advertising	-4,000	0.0	0
		-46,230	-0.6	0
Human Rights		-56,230	-0.6	0
Inspector General				
	<u>Reduce</u>			
S1	Consultant Services	-9,260	0.0	0
** S1	Consultant Services	-4,630	0.0	0
		-13,890	0.0	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
	Inspector General	-13,890	0.0	0
<i>Intergovernmental Relations</i>				
<u>Decrease Cost</u>				
S1	Professional Services	-10,500	0.0	0
** S2	Computer Equipment Repair	-2,130	0.0	0
** S3	Non-Metropolitan Area Travel	-500	0.0	0
** S5	Miscellaneous	-1,450	0.0	0
		-14,580	0.0	0
<u>Eliminate</u>				
** S4	R/T Rockville/Annapolis Courier Service During General Assembly Session	-3,000	0.0	0
		-3,000	0.0	0
	Intergovernmental Relations	-17,580	0.0	0
<i>Legislative Oversight</i>				
<u>Reduce</u>				
S1	Operating Expenses	-14,380	0.0	0
** S2	Operating Expenses	-7,190	0.0	0
		-21,570	0.0	0
	Legislative Oversight	-21,570	0.0	0
<i>Management and Budget</i>				
<u>Decrease Cost</u>				
S1	Personal Cost Savings Due to Vacancy and other technical adjustments	-65,410	-1.0	0
** S2	Personnel Cost Savings (Lapse) Due to Additional Unanticipated Vacancy and Lower Cost Staff Replacements	-32,700	0.0	0
		-98,110	-1.0	0
	Management and Budget	-98,110	-1.0	0
<i>Merit System Protection Board</i>				
<u>Decrease Cost</u>				
S1	Maintenance-Computer	-200	0.0	0
S2	Other Central Duplication	-600	0.0	0
S3	Travel - Non-Metropolitan Area	-1,000	0.0	0
S4	General Office Supplies	-100	0.0	0
S5	Meetings: Meal/Snacks	-400	0.0	0
S6	Other Misc. Operating Expenses	-60	0.0	0
		-2,360	0.0	0
<u>Reduce</u>				
** S7	Preparation of Transcripts	-1,180	0.0	0
		-1,180	0.0	0
	Merit System Protection Board	-3,540	0.0	0
<i>NDA - Arts Council and Humanities</i>				
<u>Decrease Cost</u>				
S1	Operating expenses	-14,000	0.0	0
** S3	Fellowships	-3,000	0.0	0
		-17,000	0.0	0
<u>Reduce</u>				
** S2	Project and operating grants	-15,600	0.0	0
		-15,600	0.0	0
	NDA - Arts Council and Humanities	-32,600	0.0	0
<i>NDA - Closing Costs Assistance</i>				

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
NDA - Closing Costs Assistance				
<u>Decrease Cost</u>				
** S1	Counseling costs associated with new loans	-4,120	0.0	0
		-4,120	0.0	0
NDA - Closing Costs Assistance		-4,120	0.0	0
NDA - Desktop Modernization				
<u>Decrease Cost</u>				
S1	Professional Services Cost	-80,920	0.0	0
** S2	Professional Services Cost	-40,460	0.0	0
		-121,380	0.0	0
NDA - Desktop Modernization		-121,380	0.0	0
NDA - Housing Opportunities Commission				
<u>Decrease Cost</u>				
S1	Lapse Salary	-64,000	0.0	0
S2	Health Insurance Benefit Cost	-22,950	0.0	0
		-86,950	0.0	0
<u>Reduce</u>				
** S3	Staffing in Public Affairs Divison (1.0 WY)	-43,480	0.0	0
		-43,480	0.0	0
NDA - Housing Opportunities Commission		-130,430	0.0	0
NDA - ITPCC				
<u>Decrease Cost</u>				
S1	Professional Services contract support	-600	0.0	0
		-600	0.0	0
NDA - ITPCC		-600	0.0	0
People's Counsel				
<u>Decrease Cost</u>				
S2	Postage (Savings Plan 1)	-200	0.0	0
S3	Office Supplies (Savings Plan 1)	-200	0.0	0
S4	Other Miscellaneous Operating Expenses (Savings Plan 1)	-390	0.0	0
S6	Other Education, Tuition, and Training (Savings Plan 1)	-200	0.0	0
S7	Books/Reference Materials (Savings Plan 1)	-500	0.0	0
** S9	Postage (Savings Plan 2)	-100	0.0	0
** S10	Office Supplies (Savings Plan 2)	-100	0.0	0
** S11	Other Miscellaneous Operating Expenses (Savings Plan 2)	-220	0.0	0
** S12	Other Education, Tuition, and Training (Savings Plan 2)	-100	0.0	0
** S13	Books/Reference Materials (Savings Plan 2)	-260	0.0	0
		-2,270	0.0	0
<u>Eliminate</u>				
S5	Daily Rental Motor Pool (Savings Plan 1)	-280	0.0	0
		-280	0.0	0
<u>Reduce</u>				
S1	Central Duplicating (Savings Plan 1)	-2,500	0.0	0
** S8	Central Duplicating (Savings Plan 2)	-1,350	0.0	0
		-3,850	0.0	0
People's Counsel		-6,400	0.0	0
Police				
<u>Decrease Cost</u>				

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Police				
S2	Uniform Cleaning Contract Costs	-100,000	0.0	0
** S3	Salary Savings Associated with Police Chief Vacancy	-86,600	-0.5	0
** S4	Salary Savings Associated with Military Duty Status Employees	-155,000	-2.9	0
S5	Operating Account Reductions	-661,570	0.0	0
** S6	Automated Traffic Safety Program - Contractor Costs	-1,241,500	0.0	0
** S7	Additional Military Lapse	-134,100	-2.4	0
		-2,378,770	-5.8	0
<u>Reduce</u>				
S1	Increase ECC Lapse	-500,000	-9.1	0
** S8	Recruit Class- Session 44- reduce by 4 POC's	-127,570	-2.0	0
		-627,570	-11.1	0
	Police	-3,006,340	-16.9	0
Procurement				
<u>Decrease Cost</u>				
** S1	Lapse Program Manager II	-20,620	0.0	0
** S2	Lapse Procurement Specialist II	-25,730	0.0	0
** S3	Lapse Program Manager II through Year End	-20,620	0.0	0
		-66,970	0.0	0
	Procurement	-66,970	0.0	0
Public Information				
<u>Eliminate</u>				
S3	Training for graphic designers and web content manager on new software products.	-2,480	0.0	0
		-2,480	0.0	0
<u>Reduce</u>				
S2	Translation services	-14,130	0.0	0
S4	Film, batteries and videocassette tapes.	-5,960	0.0	0
		-20,090	0.0	0
	Public Information	-22,570	0.0	0
Public Libraries				
<u>Decrease Cost</u>				
S3	Departmental Training and Travel	-20,000	0.0	0
S4	Personnel Costs Through Hiring Delays	-501,600	0.0	0
S5	Collection Operating Expenses	-14,130	0.0	0
S6	Personnel Costs - Employee Retirement	-25,830	0.0	0
S7	Personnel Costs - Impact of Temporary Promotions	0	0.0	0
		-561,560	0.0	0
<u>Reduce</u>				
S1	Health Information Center Outreach Activities	-34,410	-0.3	0
S2	Sunday Library Services for the month of June	-23,700	0.0	0
** S8	Government Document Services Staff - Rockville Library	-29,600	-0.3	0
** S9	Central Administration Staff - Supervisory	-45,430	-0.6	0
** S10	Central Administrative Staff - Clerical	-13,790	-0.3	0
** S11	Operating Hours - Eight Largest Branches (Davis, Germantown, Olney, White Oak, Bethesda, Gaithersburg, Rockville and Wheaton)	-150,000	0.0	0
** S12	Personnel Costs - Lapse	-71,020	0.0	0
		-367,950	-1.5	0
	Public Libraries	-929,510	-1.5	0
Public Works & Transportation				
<u>Decrease Cost</u>				

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Public Works & Transportation				
S100	Charge Portion of Deputy Director PC to CIP	-36,100	-0.3	0
S150	Real Estate Office Overtime	-15,000	0.0	0
S151	Lapse (3 mos.) Real Estate Office MLS 3 Position	-22,050	-0.3	0
S152	Real Estate Office Temporary Clerical Service Funds	-1,200	0.0	0
** S153	Lapse (6 mos.) Real Estate Analyst	-37,180	-0.6	0
S400	Lapse Two MLS III positions.	-20,000	-0.3	0
** S403	Charge portion of two MLS 3 positions to CIP (from 70% to 80%)	-16,530	-0.2	0
** S613	Lapse Management & Budget Specialist III	-24,940	-0.3	0
** S614	Abolish Management & Budget Specialist III	-16,620	-0.2	0
		-189,620	-2.2	0
<u>Eliminate</u>				
S600	Division Chief's Emergency Fund (Operations Division)	-148,790	0.0	0
S610	Painting Contract Services	-32,070	0.0	0
		-180,860	0.0	0
<u>Reduce</u>				
S401	Training & Professional Development	-10,000	0.0	0
S402	Automation	-3,070	0.0	0
S601	Lapse Vacant Positions in Traffic Operations	-60,000	-1.0	0
** S602	Pedestrian Buffers -60%	-60,000	0.0	0
S603	Loop Detector Repair/Replacement -15%	-15,000	0.0	0
S604	Alarms Maintenance - 35%	-60,000	0.0	0
S605	Parking Supplies	-6,680	0.0	0
** S606	Lapse Plumber I until FY05	-41,660	-1.0	0
** S607	Lapse Electrician I until FY05	-53,220	-0.8	0
** S608	Lapse Building Service Worker II until FY05	-30,030	-0.9	0
** S609	Lapse OSC until FY05	-40,010	-1.0	0
S611	Tree Maintenance	-200,000	0.0	0
S612	Roadway Patching	-200,000	0.0	0
** S615	Lapse Public Service Worker until FY05	-43,040	-0.7	0
** S616	Abolish Property Manager II	-25,280	-0.3	0
** S617	Abolish Program Specialist II	-22,410	-0.3	0
** S618	Lapse Maintenance & Renovation Specialist until FY05	-71,500	-0.8	0
** S619	Lapse Program Manager II until FY05	-59,800	-1.0	0
** S620	Facility Maintenance	-50,910	0.0	0
		-1,052,610	-7.8	0
Public Works & Transportation		-1,423,090	-10.0	0
PWT-Transit Services				
<u>Decrease Cost</u>				
S1	Lapse vacant PAA position in Management Services	-31,520	-0.5	0
S2	Lapse vacant Manager III position - Silver Spring Ride On	-40,260	-0.3	0
S3	Lapse vacant supervisory positions (2) - Gaithersburg Ride On	-23,620	-0.3	0
		-95,400	-1.1	0
<u>Eliminate</u>				
S7	FY04 installation of any new bus shelters & benches pending inventory completion	-43,520	0.0	0
		-43,520	0.0	0
<u>Reduce</u>				
S4	FY04 bike rack repairs/replacement	-20,000	0.0	0
S5	Cleaning schedule of Silver Spring bus parking lots	-20,000	0.0	0
S6	Cleaning schedule of Gaithersburg Ride On parking lots	-20,000	0.0	0
** S8	Go Montgomery! Service by delaying new service until May 2004	-141,460	-4.0	-42,000
		-201,460	-4.0	-42,000
PWT-Transit Services		-340,380	-5.1	-42,000

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Total \$	WYs	Revenue Changes
Recreation				
<u>Decrease Cost</u>				
S1	Overtime for Staff in the Director's Office	-7,700	0.0	0
S2	Central duplicating expenses in the Director's Office	-2,000	0.0	0
S3	Motor pool expenses in the Director's Office	-10,000	0.0	0
S4	Lapse two vacant program aide positions for five months in Management Services	-19,300	-0.6	0
S5	Van and truck rental on the Affiliated Service Team	-10,000	0.0	0
S6	Operating costs for other special County functions on the Affiliated Services Team	-2,500	0.0	0
S7	Computer training on Affiliated Services Team	-4,000	0.0	0
S8	Lapse the vacant Recreation Specialist on Affiliated Services Team	-15,820	-0.3	0
** S9	Facility maintenance operating expenses	-39,250	0.0	0
S10	Lapse two vacant recreation specialist positions on the CCS Team	-24,520	-0.6	0
S11	Part-time seasonal staff for the Summer Camps	-85,080	0.0	0
S12	Lapse the vacant Recreation Specialist on the Aquatics Team	-23,400	-0.5	0
S13	Operating expenses in the Western Region	-12,000	0.0	0
S14	Lapse a vacant community activities coordinator position in the Mid-County Region	-11,000	-0.3	0
S15	Operating expenses in Mid County Region	-8,500	0.0	0
S16	Operating expenses in the Silver Spring Region	-11,000	0.0	0
S17	Arts and Crafts supplies in the community centers in the Silver Spring Region	-2,000	0.0	0
S18	Lapse a vacant community activities coordinator position at the Diversity Center	-25,000	-0.6	0
S19	Operating expenses in the East Region	-12,000	0.0	0
S20	Lapse a vacant recreation specialist position and a vacant community activities coordinator position in the Upper County Region	-35,690	-0.9	0
** S21	Lapse a vacant MLS III position and a vacant recreation supervisor position on the Community Services Team	-82,960	-1.0	0
** S22	Lapse vacant recreation supervisor and vacant recreation specialist positions on the SR/TR Team	-75,320	-1.0	0
** S23	Lapse a vacant program specialist position at the Diversity Center	-4,910	-0.1	0
** S24	Lapse vacant Office Services Coordinator position in the Administrative Office	-24,500	-0.6	0
** S25	Lapse a vacant Recreation Supervisor position on the Aquatics Team	-51,200	-0.6	0
** S26	Shirts for Youth Sports	-4,000	0.0	0
		-603,650	-7.1	0
	Recreation	-603,650	-7.1	0

Regional Services CentersDecrease Cost

** S1	Mid-County - Lapse of Redevelopment Director position	-16,440	-0.2	0
S2	SSRSC - Other Central Duplicating	-300	0.0	0
S3	EC-Lapse of PAA position	-7,010	-0.3	0
S4	SSRSC-Outside Printing	-2,000	0.0	0
S5	SSRSC - Non-Metro Travel	-500	0.0	0
S6	SSRSC - Temporary Clerical	-5,000	0.0	0
S7	SSRSC - Cell Phone Reimbursement	-2,000	0.0	0
S8	SSRSC - General Office Supplies	-2,500	0.0	0
S9	SSRSC - Other Utilities	-1,000	0.0	0
S10	SSRSC - Other Miscellaneous Operating	-3,000	0.0	0
S11	URSC- lapse of Executive Administrative Aide position	-10,960	-0.3	0
S12	BCC-RSC: 3401 - Non-Metropolitan Area Travel	-500	0.0	0
S13	BCC-RSC: 3549 - Other Education, Tuition and Training	-1,000	0.0	0
S14	BCC-RSC: 4639 - Other Books, Videos & Subscriptions	-100	0.0	0
S15	BCC-RSC: 4799 - Other Supplies and Materials	-400	0.0	0
S16	BCC-RSC: 4902 - Other Office Equipment Rental	-1,000	0.0	0
S17	BCC-RSC: 5149 - Other Boards, Commissions, and Community Expenses	-1,000	0.0	0
** S18	BCC-RSC: 6999 - Other Miscellaneous Operating	-10,430	0.0	0
** S19	URSC- Interpreter Service	-480	0.0	0
** S20	URSC- Temporary Office Clerical	-500	0.0	0
** S21	URSC- Cellular Phone Line	-500	0.0	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Regional Services Centers				
** S22	URSC- Central Duplicating Postage	-500	0.0	0
** S23	URSC- Other Education	-500	0.0	0
** S24	URSC- Computer Equipment	-500	0.0	0
** S25	URSC- Board Expenses	-500	0.0	0
** S26	URSC- Emerging Communities fund	-2,000	0.0	0
** S27	EC- Emerging communities fund	-3,510	0.0	0
** S28	SSRSC - Emerging Communities Initiative	-8,150	0.0	0
** S29	MCRSC - Emerging Communities fund	-1,800	0.0	0
** S30	MCRSC - General Office Supplies - Redevelopment Office	-1,920	0.0	0
		-86,000	-0.8	0
Regional Services Centers		-86,000	-0.8	0
Sheriff				
<u>Decrease Cost</u>				
S1	Lapse part-time Principal Administrative Aide (PAA) position for 6 months	-10,800	-0.2	0
S3	Defer operating expenses	-30,000	0.0	0
S4	Salary Lapse for Public Safety Aide and Deputy Sheriffs	-35,520	-0.4	0
** S6	Lapse Principal Administrative Aide position	-25,260	-0.5	0
		-101,580	-1.1	0
<u>Reduce</u>				
S2	Temporarily reduce entry level screening staff.	-54,270	0.0	0
** S5	Increase Deputy Lapse	-105,330	-1.5	0
		-159,600	-1.5	0
Sheriff		-261,180	-2.6	0
State's Attorney				
<u>Decrease Cost</u>				
** S1	Six Months Lapse of Senior Attorney Position	-71,400	-0.5	0
S2	Other Outside Printing/Copying	-4,000	0.0	0
S3	Non Metropolitan Area Travel	-1,000	0.0	0
S4	Other Supplies and Equipment	-8,000	0.0	0
S5	Books/Reference Materials	-8,000	0.0	0
S6	Computer Equipment Repairs/Maintenance	-1,400	0.0	0
		-93,800	-0.5	0
State's Attorney		-93,800	-0.5	0
Technology Services				
<u>Decrease Cost</u>				
S1	Lapse Savings as a Result of Hiring Freeze	-280,000	-3.0	0
S2	Training Funds	-134,720	0.0	0
S3	FAMIS Maintenance	-40,000	0.0	0
** S4	Enterprise Services Division (ESD) - Operating Funds	-100,000	0.0	0
** S5	Enterprise Applications Division (EAD) - Resource Locator	-23,000	0.0	0
** S6	IT Strategic Planning	-20,000	0.0	0
** S7	IT Consulting Service	-10,000	0.0	0
** S8	Enterprise Infrastructure Division (EID) - Operating Funds	-44,360	0.0	0
** S9	County Directory Printing	-20,000	0.0	0
		-672,080	-3.0	0
Technology Services		-672,080	-3.0	0
Urban Districts				
Urban District - Silver Spring				
<u>Decrease Cost</u>				
S1	Lapse Conservation/Service Corps Crew Trainer (G18)	-9,890	-0.2	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
Urban Districts				
S2	Advertising Expense	-2,500	0.0	0
S3	Electrical Maintenance	-10,000	0.0	0
** S4	Security Services	-19,080	0.0	0
		-41,470	-0.2	0
Urban District - Wheaton				
<u>Decrease Cost</u>				
** S2	Winter Crafts Fair	-6,160	0.0	0
		-6,160	0.0	0
Urban Districts		-47,630	-0.2	0
Utilities				
<u>Reduce</u>				
** S1	Electrical usage at MCCF	-48,000	0.0	0
		-48,000	0.0	0
Utilities		-48,000	0.0	0
Zoning & Administrative Hearings				
<u>Decrease Cost</u>				
S1	Professional Computer	-550	0.0	0
S2	Non-Metropolitan Travel	-2,000	0.0	0
S3	Books and Reference	-1,460	0.0	0
		-4,010	0.0	0
Zoning & Administrative Hearings		-4,010	0.0	0
Montgomery County Government Total		-12,274,740	-82.6	534,510
MCPS				
MCPS Current Fund				
<u>Decrease Cost</u>				
** S1	Administration - Business and Financial Support Positions (Cat 1)	-600,000	0.0	0
** S2	Mid-Level Administration (Cat 2)	-600,000	0.0	0
** S3	Instructional Salaries - Lapse Savings due to Lower Enrollment (Cat 2)	-3,000,000	0.0	0
** S4	Textbooks and Instructional Supplies (Cat 4)	-2,500,000	0.0	0
** S5	Other Instructional Costs - Equipment (Cat 5)	-400,000	0.0	0
** S6	Special Education - Lower Tuition Rates for Nonpublic Placement (Cat 6)	-2,400,000	0.0	0
		-9,500,000	0.0	0
<u>Increase Cost</u>				
** S7	Student Personnel Services (Cat 7)	-200,000	0.0	0
S8	Student Transportation (Cat 9)	2,000,000	0.0	0
** S9	Operation of Plant and Equipment (Cat 10)	200,000	0.0	0
		2,000,000	0.0	0
MCPS		-7,500,000	0.0	0
Montgomery County Public Schools Total		-7,500,000	0.0	0

M-NCPPC

M-NCPPC Administration

Decrease Cost

S2	Increase lapse for a position in Finance Department	-45,000	-1.0	0
S3	Increase lapse for an Administrative Specialist in the Department of Human Resources and Management	-35,500	-1.0	0

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan

Tax Supported

Ref No.	Title	Total \$	WYs	Revenue Changes
M-NCPPC				
S4	Freeze the Law Clerk in the General Counsel's Office of the Legal Department	-14,700	-0.6	0
		-95,200	-2.6	0
<u>Reduce</u>				
S1	Additional laps in Community-Based and Countywide Planning	-298,800	-4.5	0
S5	Reduce in the Commissioner Office use of seasonal technical hearing writers, Board travel and conference participation, reduce computer replacement program, and limit refreshments for Board events	-23,800	0.0	0
S6	Support Services	-11,800	0.0	0
		-334,400	-4.5	0
M-NCPPC Park (w/out Debt Serv.)				
<u>Reduce</u>				
S1	Increase lapse in park service (repair and preventive maintenance, extend park mowing, delays in trash removal)	-1,063,800	-21.0	0
		-1,063,800	-21.0	0
	M-NCPPC	-1,493,400	-28.1	0
Maryland-National Capital Park and Planning Commission Total		-1,493,400	-28.1	0
Tax Supported		-21,268,140	-110.7	534,510
FY04 Net Savings		-21,802,650		
(Total Exp. Savings & Revenue Changes)				

FY04 SAVINGS PLAN

Description/Justification

Tax Supported

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Board of Appeals				
S1	REDUCE: VACANT 1/2 TIME PAA POSITION <u>Impact:</u> Leaving this position vacant will seriously adversely affect the office's ability to provide prompt service to the public and to meet statutory deadlines for issuing opinions and notices.	-13,120	-0.5	0
Board of Appeals Total:		-13,120	-0.5	0
Board of Elections				
** S1	DECREASE COST: STATE OF MARYLAND PAYMENT FOR TOUCHSCREEN VOTING MACHINES <u>Impact:</u> No impact is anticipated with this cost savings. The payback cycle was extended from 3 years to 7 years. With the expansion of the electronic voting system to the rest of the counties, this allows a common payback schedule for all of the machines.	-122,630	0.0	0
Board of Elections Total:		-122,630	0.0	0
Board of Liquor License Commissioners				
S1	DECREASE COST: LAPSE OF AL./TOB.ENFORCE.SPECIALIST POSITION <u>Impact:</u> Initial lapse forecasted for position #12603[nov.03-dec.03] The incumbent in this position is on leave without pay status and therefore, there are no costs to the county while in LWOP status.	-10,760	0.0	0
S2	DECREASE COST: LAPSE OF PRIN.ADIM.AIDE POSITION <u>Impact:</u> Minimum lapse forecasted for position #11248 [July03-Oct.03].	-6,800	0.0	0
** S3	DECREASE COST: ADDITIONAL LAPSE OF AL./TOB. ENFORCE. SPECIALIST POSITION <u>Impact:</u> Additional lapse forecasted for position # 12603 [Jan04-Feb.14-04]. The incumbent in this position is on leave without pay and therefore, there are no costs to the county while in LWOP status.	-8,930	0.0	0
Board of Liquor License Commissioners Total:		-26,490	0.0	0
Circuit Court				
S1	DECREASE COST: MISCELLANEOUS SAVINGS <u>Impact:</u> The Department has indicated that they will "make every effort to conserve funds for this strategy as we have in years past." While no specific spending reductions are provided, the Circuit Court has effectively participated in prior savings plan.	-100,880	0.0	0
** S2	DECREASE COST: MISCELLANEOUS SAVINGS <u>Impact:</u> The Department has indicated that they will "make every effort to conserve funds for this strategy as we have in years past." While no specific spending reductions are provided, the Circuit Court has effectively participated in prior savings plan.	-50,240	0.0	0
Circuit Court Total:		-151,120	0.0	0
Commission for Women				
S1	DECREASE COST: FUNDING FOR WOMEN'S LEGISLATIVE BRIEFING <u>Impact:</u> In FY01, the Commission for Women received funding for the Women's Legislative Briefing, an annual event of the	-1,200	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Commission for Women				
	Commission that attracts 500 residents of the state. The event has been organized by the department for more than 23 years.			
	The decrease in funding by \$1,200 will result in the elimination of all county funds used for the event. Funding is needed for printing, mailing, refreshments and necessary supplies for the Legislative Briefing.			
	In addition to county funds, the Commission for Women has been able to offset the expenses of the briefing through fees received by co-sponsoring organizations. In the past few years, the Commission for Women has obtained the co-sponsorship of 60 or more women's and community organizations. The co-sponsorship fee is currently \$50 per organization.			
	Private funds will be sought to offset this reduction, but it means that more staff time will have to be devoted to fundraising rather than program planning and administration.			
S2	DECREASE COST: OFFICE SUPPLIES	-3,400	0.0	0
	<u>Impact:</u> This cut represents a 33 percent reduction in the department's line item for supplies and materials. The funding allocated in this category provides for essential supplies needed to complete much of the Commission's important work. The department will seek every opportunity to reduce printing and economize in supplies, but this will inhibit the outreach and marketing efforts necessary to maintain the client base.			
S3	DECREASE COST: EQUIPMENT MAINTENANCE AND REPAIRS	-3,000	0.0	0
	<u>Impact:</u> This line item is used for the required maintenance of the department's computers and printers. In addition, the funding is used for any maintenance that may be required for our database intake system. In FY99 as part of its Technology Initiative, the Commission for Women hired a consultant to develop a computer database that automates the scheduling of counseling appointments, the creation of program calendars, registration for classes, the collection and reporting of demographic data about our clients and statistical data related to the use of our services. Although the program was developed in consultation with DTS, the maintenance of the program is not fully supported by DTS. In this regard, funding has been used to provide for any technical support and maintenance that the Commission for Women may require for its database. This reduction will eliminate completely the department's ability to use outside consultation for maintenance and upgrade of its software.			
S4	DECREASE COST: COPIER LEASE/RENTAL	-600	0.0	0
	<u>Impact:</u> For the past several years, the Commission for Women has worked with the Office of Procurement to lease a copier for the CFW's use. The County has recently upgraded the copiers for county. Although the new equipment is an upgrade, the cost to the Commission for Women will be less than the current lease by approximately \$600 over the remainder of the fiscal year.			
S5	DECREASE COST: TRAVEL EXPENSES	-300	0.0	0
	<u>Impact:</u> Funding in this category is used to reimburse staff and commissioners for travel on Commission for Women business. This includes a conference of the National Associations of Commissions for Women that is held annually. It also includes mileage reimbursement for staff in attending meetings throughout the County on behalf of the CFW. The department is already very careful in limiting its expenses in this category and will continue to exercise caution. As a result, the department may have to forgo attending several off-site meetings and will limit the number of attendees.			
S6	DECREASE COST: BOOKS, VIDEOS, AND PUBLICATIONS	-500	0.0	0
	<u>Impact:</u> The Commission for Women will reduce its funding for books and videos by \$500. This reduction will result in the elimination of funding for this category for the remainder of the year. In FY02, the department was required to reduce this category by 60 percent.			
S7	ADD: REIMBURSEMENT FOR LEADERSHIP INSTITUTE - OCTOBER 3, 2003	0	0.0	4,320
	<u>Impact:</u> The Montgomery County Commission for Women and the Maryland Commission for Women co-sponsored a Women's Leadership Institute on Friday, October 3, 2003. The event was designed to provide training in leadership to local commissions and was attended by over 60 participants.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Commission for Women				
	<p>The event was organized and hosted by the Montgomery County Commission for Women(MCCFW). Over the past six months, the staff of the MCCFW has spent considerable time in planning the event and arranging logistics for the leadership training. Funding for the event was provided by the Maryland Commission for Women. The MCCFW has requested that a portion of the funding be used to reimburse Montgomery County for purchased materials and for the time spent by staff on this initiative.</p>			
S8	ADD: REIMBURSEMENT FOR EDUCATORS' CONFERENCE ON TECHNOLOGY - MARCH 31, 2004	0	0.0	4,130
	<p><u>Impact:</u> The Montgomery County Commission for Women and the Maryland Commission for Women have joined to co-sponsor a summit addressing the educational and sociocultural issues surrounding girls in information technology on March 31, 2004. The event is designed to provide tools and strategies that may be used by schools, colleges and Commissions for Women to bring more girls and women into the information technology field.</p> <p>The event will be organized by the Commission for Women and held at the Discovery headquarters in Silver Spring, MD. The staff of the MCCFW will spend considerable time in planning the event and arranging logistics for the conference. Funding for the event is being provided by the Maryland Commission for Women. The MCCFW has requested that a portion of the funding be reimbursed to Montgomery County for the time spent by staff on this initiative.</p>			
Commission for Women Total:		-9,000	0.0	8,450
Correction and Rehabilitation				
S1	REDUCE: LAPSE INTERNAL INVESTIGATOR (PROGRAM MANAGER II) - DIRECTOR'S OFFICE	-59,590	-1.0	0
	<p><u>Impact:</u> Internal investigations will continue but they will be assumed by Captains who are responsible for daily correctional operations as an additional duty and mandatory work responsibility. Additional training will be provided to various Captains on legal aspects of internal investigations, process and procedure, interface with law enforcement, and other related topics. The inmate population remains constant or slightly growing so there is no opportunity to close housing units or reduce other community safety responsibilities.</p>			
S2	DECREASE COST: LAPSE IT SPECIALIST (INFO TECH SPEC III) - DIRECTOR'S OFFICE	-44,630	-0.7	0
	<p><u>Impact:</u> Over the past 5-6 years, DOCR has expanded connectivity, the equipment inventory and infrastructure, and telecommunications. The employees, however, are inadequately trained and experienced, and the IT infrastructure and hardware/software inventory is very inefficiently and ineffectively used – to the detriment of operations and management. The two IT Specialists on staff are not trained in supporting these needs (nor were they hired with these responsibilities in mind – they are fully burdened with handling the infrastructure as it exists).</p>			
S3	DECREASE COST: LAPSE CHIEF (MANAGER II) - PRE RELEASE DIVISION	-29,330	-0.2	0
	<p><u>Impact:</u> No service impact. Responsibilities will be reallocated to the Unit Managers until the job is filled.</p>			
S4	DECREASE COST: LAPSE COUNSELOR (CORRECTIONAL SPECIALIST II) - PRE RELEASE DIVISION	-13,970	-0.2	0
	<p><u>Impact:</u> Responsibilities will be reallocated to other counselors.</p>			
S5	DECREASE COST: LAPSE CASE WORKER SUPERVISOR (CORRECTIONAL SPECIALIST III) PRE TRIAL DIVISION	-30,070	-0.3	0
	<p><u>Impact:</u> All staff, including the Division Chief, will absorb critical duties short term. Extended lapse would degrade operations.</p>			
S6	REDUCE: LAPSE PROGRAM AIDE - PRE TRIAL DIVISION	-16,230	-0.2	0
	<p><u>Impact:</u> All staff, including the Division Chief, will absorb critical duties short term. Extended lapse would degrade operations.</p>			
S7	DECREASE COST: ABOLISH CAPTAIN (CORR TEAM LEADER) DIRECTOR'S OFFICE (PART OF ABOLISH/CREATE SAVINGS)	-40,360	-0.3	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Correction and Rehabilitation				
	<u>Impact:</u> No service impact. The Captain position serves as the training manager for the department. The department is civilianizing by creating a Program Manager I, within the Director's Office, to serve as the training manager at an added cost of \$18,260. (See S8 Create Program Manager I - Director's Office.) The combined Saving Items S7 and S8 will result in a net decrease cost of \$22,100.			
S8	INCREASE COST: CREATE PROGRAM MANAGER I - DIRECTOR'S OFFICE (PART OF ABOLISH/CREATE SAVINGS)	18,260	0.3	0
	<u>Impact:</u> No service impact.			
S9	DECREASE COST: ABOLISH CENTRAL SUPPORT SUPERVISOR (CORR SPEC IV) - PRE RELEASE DIVISION	-51,860	-0.5	0
	<u>Impact:</u> Abolishment of the CSIV in Pre-Release impacts both PRS and Director's Office staffs. Reallocating duties of this position increases the workload of existing staff and increases the time to hire and process effective personnel actions. Supervision and training of new staff (and an ever changing pool of interns) is reallocated to remaining managers. Greater reliance on outside trainers or consultants may be necessary, especially specific training in counseling and substance abuse treatment for criminal offenders. Additional costs for training are uncertain at this point, but will be constrained.			
S10	REDUCE: JANITORIAL SVCS CONTRACT - MCCF	-12,000	0.0	0
	<u>Impact:</u> MCCF has approximately 10,000 sq. feet of public and administrative space outside the secured perimeter. It is currently cleaned by CHI (Centers for the Handicapped, Inc.) under a contract. Discontinuing this contract for FY04 will require the department to seek a no cost solution. This will result in taking inmate workers outside the secured perimeter to clean both public areas and the entire administrative staff areas. These areas are utilized daily. Currently, under this contract we reduced the service to 3 days a week to lower costs. Absent inmates, staff will have to preform this function.			
S11	DECREASE COST: URINALYSIS OPERATING COSTS	-10,000	0.0	0
	<u>Impact:</u> No service impact.			
S13	REDUCE: POLICE OVER-TIME FOR PRE TRIAL DIVISON	-10,000	0.0	0
	<u>Impact:</u> No service impact, but evening security coverage will be reduced.			
S14	DECREASE COST: FOOD PRODUCT BULK PURCHASES	-18,000	0.0	0
	<u>Impact:</u> No Service Impact. Significant effort has been made to take advantage of maximizing food purchases through large bulk purchases and spot market buys (optimizing the value of having the large warehouse and refrigerator/freezer capacities).			
S15	DECREASE COST: LAPSE WORKFORCE CORRECTIONAL OFFICER	-10,100	-0.2	0
	<u>Impact:</u> One of the Correctional Officer positions newly created for FY04 was not filled until September, generating lapse (unbudgeted) for 4.1 pay periods. Revenues overall for the program are still anticipated to be on target, with no net loss due to this lapse.			
S16	DECREASE COST: PAY OFFSET - MILITARY LEAVE	-77,960	-2.0	0
	<u>Impact:</u> As of the start of FY04, DOCR had five employees on long term military assignment and leave from the Department (the difference between military pay and county salary). Two of those qualified for pay offset. It is assumed that they will be away for the remainder of the fiscal year.			
S17	DECREASE COST: ABOLISH CORRECTIONAL SPECIALIST II - PRE RELEASE DIVISION	-32,380	-0.5	0
	<u>Impact:</u> The total workload of all CS's within both PRC and CART will be amended to take over the duties of this position. The caseload responsibilities will be aligned to meet the number of employees available. Staff will carry an incrementally larger caseload that is within appropriate practice for a community correctional program in keeping with the resources			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Correction and Rehabilitation				
	available.			
** S18	DECREASE COST: LAPSE CHIEF (MANAGER II) - PRE RELEASE DIVISION FOR AN ADDITIONAL TWO (2) MONTHS <u>Impact:</u> No service impact. Responsibilities will be reallocated to the Unit Managers until the job is filled.	-29,330	-0.2	0
** S19	DECREASE COST: ABOLISH RESIDENT SUPERVISOR II - PRE RELEASE DIVISION (HONOR'S UNIT) <u>Impact:</u> The objective is to abolish one (1) position and reallocate responsibilities without impacting the safety of staff, residents and the community.	-16,070	-0.3	0
** S20	REDUCE: ABOLISH PROGRAM MANAGER I (BAKER) - MCCF <u>Impact:</u> Abolishing the position will result in no Bakery Manager to manage the program and the elimination of the job training program for inmates.	-26,110	-0.3	0
** S21	DECREASE COST: RECLASSIFICATION OF FIVE (5) RNS TO LPNS <u>Impact:</u> This action reclassifies five (5) registered nurses (RN) to licensed practical nurses (LPN).	-23,130	-0.3	0
** S22	DECREASE COST: ABOLISH FISCAL ASSISTANT - MANAGEMENT SERVICES DIVISION <u>Impact:</u> This action abolishes the Fiscal Assistant position whose duties will be assumed by a newly created Admin Spec II position. This is in support of the restructuring plan to centralize the fiscal and procurement administration of the Department and will create a supervisory position critical to the oversight of fiscal operations.	-33,780	-0.4	0
** S23	INCREASE COST: CREATE ADMIN SPECIALIST II - MANAGEMENT SERVICES DIVISION <u>Impact:</u> This action creates an Admin Spec II position and replaces the abolished Fiscal Assistant position. This is in support of the restructuring plan to centralize the fiscal and procurement administration of the Department and will create a supervisory position critical to the oversight of fiscal operations.	20,940	0.4	0
** S25	DECREASE COST: FOOD PRODUCT BULK PURCHASES <u>Impact:</u> Significant effort has been made to take advantage of maximizing food purchases through large bulk purchases and spot market buys (optimizing the value of having the large warehouse and refrigerator/freezer capacities).	-71,530	0.0	0
** S26	DECREASE COST: EXPAND INMATE WORK PROGRAM TO REDUCE TIME SERVED FOR SHORT TERM INMATES <u>Impact:</u> This program is a jail management population strategy that provides an incentive for inmates to participate in a work program that reduces the actual jail time served. This action results in a reduction of marginal operating costs for each inmate.	-20,280	0.0	0
** S27	DECREASE COST: REDUCE ELECTRICAL USAGE AT MCCF (UTILITIES: -\$48,000) <u>Impact:</u> DOCR has determined (in consultation with Facilities and Services, DPWT) that energy conservation will result in substantial savings (20% reduction) at MCCF. These savings will be reflected in the FY04 estimate for the Utilities budget.	0	0.0	0
Correction and Rehabilitation Total:		-637,510	-6.9	0

County Attorney

S1	DECREASE COST: SALARY SAVINGS BY UNDERFILLING ACA II POSITION- CHILD PROTECTIVE SERVICES DIVISION <u>Impact:</u> None- Attorney position was filled by a capable, qualified attorney at the ACA I level (grade 24). The new hire has	-30,120	0.0	0
----	---	---------	-----	---

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
County Attorney				
	extensive experience in the Child Protective Services field, previously serving as a Scholar Attorney in the Division for over a year. Promotion of employee to ACA II most likely in FY05, although savings will continue to accrue because promotion amount will be less than FY04 budgeted amount.			
S2	DECREASE COST: RECLASS- PARALEGAL TO PROGRAM SPECIALIST- CHILD PROTECTION UNIT	-22,170	0.0	0
	<u>Impact:</u> None- CAT received a Paralegal Specialist (grade 23) position for it's Child Protection Unit for the FY04 budget. As a cost-saving measure CAT reclassified the position as a Program Specialist I (grade 18) and hired a well-qualified employee with much needed multilingual skills without compromising quality. The position will continue in FY05 at the present PS I (grade 18) level, with continued budgetary savings in FY05.			
S3	REDUCE: LAPSE- ACA III- GENERAL COUNSEL DIVISION	-20,260	0.0	0
	<u>Impact:</u> None- A vacancy (lapse) of an ACA III assigned to represent the Board of Appeals occurred beginning at the start of FY04. The BOA workload was shifted to an employee already on staff. Employee's time charged-back to BOA as per previous charge-back agreement for legal representation. New attorney hired 10/20/03 for vacant position in General Counsel Division to represent BOA.			
** S4	ELIMINATE: TWO PUBLIC SERVICES INTERNS (LAW CLERKS)	-24,400	-1.0	0
	<u>Impact:</u> Positions have been vacant from the beginning of the fiscal year; Positions were utilized as summer law clerks for law students; positions provided legal research and writing support to attorneys and paralegals.			
** S5	REDUCE: LAPSE- ACAIII- GENERAL COUNSEL DIVISION	-11,970	0.0	0
	<u>Impact:</u> ACAIII will leave county service and retire 12/31/03. Position will be lapsed until 2/23/03 when a replacement ACAIII will be hired. Position provides legal support to the Ethics Commission, Board of License Commissioners, Contract Review Committee, Chief Administrative Officer (contract disputes) and the County Council. Work will be absorbed within the General Counsel Division for the lapsed period.			
County Attorney Total:		-108,920	-1.0	0
County Council				
S1	ELIMINATE: LEGISLATIVE ATTORNEY & EXECUTIVE ADMINISTRATIVE AIDE POSITIONS (ROUND 1)	-61,000	-1.0	0
	<u>Impact:</u> Limited impact. Work of the Executive Administrative Aide position will be spread among other administrative staff. Work of the Legislative Attorney position will be accomplished with a greater collaborative effort between the analysts and the Senior Legislative Attorney, with some additional consultant assistance.			
S2	REDUCE: OPERATING EXPENSES (ROUND 1)	-74,710	0.0	0
	<u>Impact:</u> Some examples: Reduce printing and postage relying even more on internet and e-mail; rely on staff rather than contractors to provide training; reduce general consultant assistance, etc.			
** S3	REDUCE: OPERATING EXPENSES (ROUND 2)	-67,860	0.0	0
	<u>Impact:</u> More reductions of the type identified for Round 1.			
County Council Total:		-203,570	-1.0	0
County Executive				
S1	REDUCE: ABOLISH INFORMATION AND REFERRAL AIDE II	-38,700	-0.7	0
	<u>Impact:</u> Information and referral staff will be relocated to the second floor to facilitate the placement of security personnel on the lobby level of the EOB. The average daily call volume received by I & R staff can be comfortably handled by two full time staff without the additional work generated by the walk-ins they would receive in the lobby location. In addition,			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
County Executive				
	second floor receptionists were recently reclassified to same grade as the I & R Aide II. This change will allow the receptionists and the I & R aides to support each other as needed.			
S2	DECREASE COST: LAPSE HISPANIC/LATINO AFFAIRS LIAISON	-16,600	-0.3	0
	<u>Impact:</u> In order to minimize the impact of holding this position vacant for four months, the Community Relations Manager, African American Liaison and Asian Liaison will share the duties of the Hispanic Liaison. The annual Hispanic/Latino Heritage month activities have been completed.			
** S3	DECREASE COST: LAPSE OFFICE SERVICES COORDINATOR	-39,410	-0.7	0
	<u>Impact:</u> While this position is held vacant for remainder of the fiscal year, an office service coordinator from the community outreach section will provide office support for the Volunteer Center and assistance with the coordination of volunteer services.			
S4	DECREASE COST: MEETINGS, MEALS AND SNACKS	-7,310	0.0	0
	<u>Impact:</u> Expenditure reductions for catering and other food related purchases will require minimal adjustments by board members and others attending meetings hosted by the Offices of the County Executive.			
** S5	DECREASE COST: ABOLISH PUBLIC HEARING OFFICER	-14,390	-0.1	0
	<u>Impact:</u> The Chief Administrative Officer will refer judicial cases to the Hearing Examiner as authorized by the County Charter. Cases involving road closures and abandonments will be handled by an Assistant CAO. This is consistent with past practices.			
** S6	DECREASE COST: MISCELLANEOUS OPERATING EXPENSES	-6,150	0.0	0
	<u>Impact:</u> Limits the flexibility for the County Executive and Chief Administrative Officer to handle unanticipated expenditures within the office budget.			
County Executive Total:		-122,560	-1.8	0
Economic Development				
S1	DECREASE COST: LAPSE VACANT PRINCIPAL ADMINISTRATIVE AIDE	-36,000	-0.4	0
	<u>Impact:</u> There will be no significant service impact resulting from lapsing the vacant Principal Administrative Aide position by about four and a half months.			
S2	REDUCE: SMALL BUSINESS OUTREACH EFFORTS -- DIRECTOR'S OFFICE	-12,000	0.0	0
	<u>Impact:</u> The additional reduction for FY04 primarily impacts the department's small business outreach efforts (primarily conferences) and other various initiatives, which will be placed on hold or significantly curtailed until funding within the line items is restored.			
S3	REDUCE: GENERAL OPERATING RESOURCES (MAILING, COURIER SERVICE, COMPUTER SUPPLIES, ETC.)	-13,550	0.0	0
	<u>Impact:</u> The reductions to the following categories (overnight mail/courier service, local conferences, mailing, copying/fax, computer supplies, and office furniture) will constrain the department from engaging in high quality client support that the department has achieved over the past several years.			
** S4	REDUCE: MARKETING AND BUSINESS DEVELOPMENT	-82,770	0.0	0
	<u>Impact:</u> A reduction of \$32,000 was submitted to comply with the Phase I Savings Plan, and an additional \$50,770 is reduced from this budget to meet the Phase II Savings Plan. The marketing budget represents one of the greatest assets DED possesses in promoting Montgomery County's economic development opportunities. Additional reductions to the Department's marketing efforts erode DED's ability to market the County on a level that is commensurate with regional and national competitors including Fairfax County, Virginia and Boston, Massachusetts. As a result of the reductions, the available marketing funds give little breadth and virtually no depth to the kinds of marketing initiatives that need to			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Economic Development				
	be developed and implemented to effectively compete with other jurisdictions and promote the County's economic development mission.			
S5	REDUCE: GENERAL OPERATING RESOURCES (COMPUTER, DUPLICATION, CONFERENCES, MEMBERSHIPS) RELATED TO WORKFORCE INVESTMENT SERVICES <u>Impact:</u> This reduction will result in the decreased ability to participate in external workforce activities and a reduction in division resources and office technology. While not directly related to measures, this reduction will impact the supervision of fiscal, program and board support activities.	-8,000	0.0	0
Economic Development Total:		-152,320	-0.4	0
Environmental Protection				
S1	ELIMINATE: OTHER PROFESSIONAL SERVICES <u>Impact:</u> The elimination of \$26,400 in the Watershed Management Division will have no impact on the operations of the department. With the creation of the Water Quality Protection Fund, work previously handled through a contractor in the General Fund is now funded in the Water Quality Protection Fund budget.	-26,400	0.0	0
S2	SHIFT: STORMWATER FACILITY MAINTENANCE <u>Impact:</u> The reduction of \$31,980 in Stormwater Facility Maintenance will have no impact on the department's mission. Currently, the General Fund designated portion of stormwater management is \$236,105 with \$31,980 designated for commercial facility inspection. Those inspections will be funded through the Water Quality Protection Fund.	-31,980	0.0	0
S3	REDUCE: PROFESSIONAL SERVICES IN DIRECTOR'S OFFICE <u>Impact:</u> The department will have less funding for professional services for the preparation of departmental strategies, human resource issues, and other professional contract services.	-2,000	0.0	0
S4	DECREASE COST: EDUCATION, TRAINING & TUITION <u>Impact:</u> Less funding for employee professional development will be available for the remainder of the fiscal year.	-2,000	0.0	0
S5	ELIMINATE: CONFERENCE HOSTED <u>Impact:</u> The Public Education & Outreach program has not hosted any conferences in the past few years. Should the need arise, funding will be provided through the Director's Office.	-5,800	0.0	0
S6	REDUCE: ADVERTISING <u>Impact:</u> Minimal Impact to the Public Education & Outreach Program. The Program will still have \$20,000 in funding for the remainder of the year.	-7,550	0.0	0
S7	REDUCE: OTHER BOOKS, VIDEOS & SUBSCRIPTIONS <u>Impact:</u> Less books, videos and subscriptions will be purchased for the Public Education & Outreach Program.	-2,630	0.0	0
** S8	REDUCE: GROUNDWATER SAMPLING BY ONE-THIRD DUE TO CONTRACTING AND WEATHER DELAYS <u>Impact:</u> Due to a delay in securing a contract and weather delays to perform data collection and analyses for the Groundwater Program, approximately one third of the sampling will not be performed this fiscal year.	-39,180	0.0	0
Environmental Protection Total:		-117,540	0.0	0
Ethics Commission				
S1	DECREASE COST: CONSULTATION SERVICES <u>Impact:</u>	-3,770	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Ethics Commission				
	illustrate how the Commission conducts its meetings. These meetings are usually closed to the public and the film would provide insight of how the Commission conducts its business and makes determinations on requests for outside employment and other-related requests to the Commission. This reduction would not impact the Commission's operations in FY04.			
** S2	DECREASE COST: LAPSE OF A PRINCIPAL ADMINISTRATIVE AIDE POSITION <u>Impact:</u> A Principal Administrative Aide resigned from the commission in December of 2002. The position has been vacant since the incumbent resigned.	-1,880	0.0	0
Ethics Commission Total:		-5,650	0.0	0
Finance				
S1	REDUCE: FAMIS MAINTENANCE (APPROPRIATED IN DTS -\$40,000) <u>Impact:</u> The DTS budget contains \$103,000 to maintain the FAMIS, ADPICS and BPREP systems. The vendor, KPMG, has withdrawn standard support for the DB/2 version of these three systems. KPMG will support our systems on a time and materials arrangement, at cost of \$203/hr. Targeting these funds for the FY04 Savings Plan puts the County at risk of not having sufficient funds to fix these systems if emergencies arise. In addition, the systems currently contain problems and/or areas which require repairs and/or enhancements. By freezing the funds the County users will continue to operate the systems at a disadvantage. Net impact DTS and Finance = Savings of \$40,000 As agreed to by DTS, DTS savings target will increase by \$20,000 to \$454,720; Finance's savings target will decrease by \$20,000 to \$139,500.	0	0.0	0
S2	ENHANCE: ESCROW RESTRUCTURING <u>Impact:</u> In September 2003, the Department of Finance, Debt and Cash Management Section, became aware of a unique opportunity to restructure a general obligation bond refunding escrow that was established in 2002. The opportunity was created when the United States Treasury, for a limited time, waived a rule against canceling redemptions, and thus allowed issuers such as the County to sell off and restructure their refunding escrows without the risk of incurring additional costs. When the County completed its 2002 G.O. Bond refunding, approximately \$99 million was placed in escrow and invested in the Treasury's State and Local Government Securities (SLGS). To create that escrow, which is used to defease the refunded bonds, the County paid an exact price for the SLGS. Subsequent movement in interest rates, and the Treasury's exceptional permission that mitigated the usual market risk of such actions, allowed the County to sell off the existing escrow and establish a new escrow at a lower cost. The net effect of the restructuring mitigated all negative arbitrage on the original escrow and saved the County approximately \$600,000. The restructuring of the 2002 escrow represents actual revenue to the County that will be realized at the December 2003 closing. This actual, realized revenue far exceeds the Department of Finance FY04 Savings Plan requirement, and is an appropriate source of savings since staff efforts resulted in lower costs, no different than reductions in costs or service made by other departments. That the Finance Department manages money and accounts, and lowered costs sometime result in the receipt of actual revenue, is simply the nature of the work we do. The Department of Finance staff organized a concerted effort to restructure the 2002 escrow. A cost/benefit analysis was prepared for the Director and, based on the analysis and his concurrence, the staff engaged financial and legal professionals to facilitate the restructuring. Throughout September and October, the financial markets were monitored and at the appropriate times, transactions were executed to lock-in the savings. All these activities were accomplished without additional staff and none of these activities were on the work plans of the participants. The \$600,000 savings would not have been achieved were it not for the initiative and creativity of the Department of Finance staff. Net impact Finance/Debt Service Fund = Savings of \$600,000, realized as revenue to the County. Although revenues accrue to the debt service fund, staff effort involved was performed by the Department of Finance, Debt and Cash Management Unit.	0	0.0	600,000
** S3	ENHANCE: ESCROW RESTRUCTURING - ACTUAL REVENUES RECEIVED	0	0.0	40,650

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Finance				
	<u>Impact:</u> See S2. Actual revenues received December 2003 = \$640,652.01			
** S4	DECREASE COST: CHARGEBACK SOLID WASTE DISPOSAL (SWD) FOR BILLING AND COLLECTION FEES	-307,710	-2.5	0
	<u>Impact:</u> Decrease Costs to General Fund. Increase charges to SWD to appropriately account for services provided by the Treasury Division for billing and collection of fees. This charge is above and beyond the general indirect cost administrative overhead charge. It is appropriate to accurately charge the users or beneficiaries of services provided by these enterprise operations for the services and costs incurred by the operations. Currently, certain additional costs are being borne by the General Fund or general taxpayers of the County, inconsistent with County fiscal policy. The additional services provided to these enterprises by the Treasury Division that are not provided to normal operating funds include: Printing and mailing of 307,708 annual and semi-annual real property tax accounts/parcels that include the solid waste service fee, other assorted mailings for revised and partial year bills and miscellaneous notices, collection of payments from taxpayers (including cashiering services), ensuring collection of delinquent payments which includes the County's annual tax lien sale, remittance of receipts to the proper fund, reporting of accounting transactions, and full customer service activities including the County's call center operation. Measures and FY05 Results: \$1.00 per account/parcel for 307,708 real property tax accounts/parcels = \$307,708. In FY03 (FY03 Actuals is the year the number of accounts is based on) Finance printed and mailed 307,708 real property tax accounts and provided many additional services as described above at an FY05 cost of \$5.76 for each bill. Direct printing, mailing, and postage costs are \$0.45 for each bill. Additional services include mailing and postage for miscellaneous notices and staff time for treasury operations, cashiering, call taking, and other functions. Finance recognizes that many services would be staffed and performed regardless of the additional fees for Solid Waste; however, there is an incremental cost for services related to the fees, and the Solid Waste Fund benefits from the services provided. Finance will charge a flat fee of \$1 per tax account/parcel for these services at this time, consisting of the \$0.45 per account for printing and mailing (OE), and \$0.55 per account for billing and collections services (PC).			
** S5	DECREASE COST: CHARGEBACK PARKING DISTRICTS FOR BILLING AND COLLECTION OF TAXES	-6,210	-0.1	0
	<u>Impact:</u> Decrease Costs to General Fund. Increase charges to PLDs to appropriately account for services provided by the Treasury Division for billing and collection of taxes. This charge is above and beyond the general indirect cost administrative overhead charge. It is appropriate to accurately charge the users or beneficiaries of services provided by these enterprise operations for the services and costs incurred by the operations. Currently, certain additional costs are being borne by the General Fund or general taxpayers of the County, inconsistent with County fiscal policy. The additional services provided to these enterprises by the Treasury Division that are not provided to normal operating funds include: Printing and mailing of 6,210 annual personal property tax accounts/parcels and annual and semi-annual real property tax accounts/parcels that include the parking lot district taxes, other assorted mailings for revised and partial year bills and miscellaneous notices, collection of payments from taxpayers (including cashiering services), ensuring collection of delinquent payments which includes the County's annual tax lien sale, remittance of receipts to the proper fund, reporting of accounting transactions, and full customer service activities, including the County's call center operation. Measures and FY05 Results: \$1.00 per account/parcel for 6,210 accounts/parcels = \$6,210. In FY03 (FY03 Actuals is the year the number of accounts is based on) Finance printed and mailed 337,907 property tax accounts/parcels and provided many additional services as described above at an FY05 cost of \$5.76 for each bill. Direct printing, mailing, and postage costs are \$0.45 for each bill. Additional services include mailing and postage for miscellaneous notices and staff time for treasury operations, cashiering, call taking, and other functions. Finance recognizes that many services would be staffed and performed regardless of the additional taxes for the Parking Lot Districts; however, there is an incremental cost for services related to the fees, and the Parking Lot Districts benefits from the services provided. Finance will charge a flat fee of \$1 per tax bill/account for these services at this time, consisting of the \$0.45 per account for printing and mailing (OE), and \$0.55 per account for billing and collections services (PC).			
Finance Total:		-313,920	-2.6	640,650

Fire and Rescue Service

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Fire and Rescue Service				
S1	REDUCE: LAPSE MANAGER III - EMG	-29,490	-0.5	0
	<u>Impact:</u> Abolish current position and create position to assume broader responsibilities, position will be lapsed until July 1, 2004. District Chief for planning and others will attempt to assume responsibilities for EMG and EOC management. Savings based on lapse of position during classification of new position less anticipated leave payout.			
S2	REDUCE: LAPSE PROGRAM SPECIALIST II - LOSAP	-28,720	-0.5	0
	<u>Impact:</u> Abolish current position and create position to assume broader responsibilities, position will be lapsed until July 1, 2004. LOSAP administration will be partially assumed by grants administration position during classification. Until replaced in July, there may be delays responding to requests from the LFRDs or requests for reports. Savings based on lapse of position during classification of new position less anticipated leave payout.			
S3	REDUCE: LAPSE OFFICE SERVICES COORDINATOR - ECC	-8,940	-0.3	0
	<u>Impact:</u> The support of the ECC will fall to staff in EMG. EMG staff is moving to the new building this month and will assume support functions for this position and for IT positions located in the building. Savings based on lapse of position during classification of new position less anticipated leave payout.			
S4	REDUCE: LAPSE OFFICE SERVICES COORDINATOR - SCHEDULING	-36,100	-1.0	0
	<u>Impact:</u> Abolish current position and create position to assume broader responsibilities, position will be lapsed until July 1, 2004. Incumbent is currently off on LWOP. Therefore, the department can assume lapse savings for the whole year. Workload is being assumed by uniformed staff in scheduling office and support staff on 12. Savings is based on lapse less amount allocated for Homeland Security Chief.			
S5	REDUCE: LAPSE VACANT DVFRS CHIEF	-120,000	-1.0	0
	<u>Impact:</u> Position is currently vacant and being filled by Planning Chief in DVFRS. The DVFRS Planning Chief is assuming both positions as needed. The three person office will continue being strained by only having two positions to do the necessary work. Savings is based on lapse less amount needed for staff working in the "acting" position.			
S6	REDUCE: LAPSE VACANT PROGRAM MANAGER I - EMG CHEMICAL REVIEW	-40,000	-0.5	0
	<u>Impact:</u> This position has been advertised and interviews are pending. The position is responsible for oversight of the hazlink program in EMG. Hazlink is a hazardous chemical database maintained by EMG and updated to field operations for potential impacts of operations. The position is vacant and will not be filled until January 1, 2004.			
S7	REDUCE: LAPSE VACANT TELECOMMUNICATIONS MANAGER	-30,000	-0.5	0
	<u>Impact:</u> This position is responsible for all mobile communication equipment including radios, tone/alert pagers, alpha pagers, cell phones and satellite phones. With over 2000 pp in our service and interoperability demands this position will be vital to maintain readiness and communication operations. The position is vacant and will not be filled until January 1, 2004.			
S8	REDUCE: LAPSE VACANT DATA MANAGER	-35,000	-0.5	0
	<u>Impact:</u> This position is responsible for maintaining incident reports quality control, reports to state, data for field managers, EMG and EOC on call type, trends etc. This position will be an active participant in performance reports.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Fire and Rescue Service				
	This position is currently vacant and will be filled by January 1, 2004. The position has been advertised and interviews are to be scheduled in the next two weeks.			
S9	REDUCE: SUSPEND ORIENTATION CLASS AND ESSENTIALS CLASS AT PSTA	-50,000	-0.6	0
	Impact: The Public Safety Training Academy schedules classes for career and volunteer service members. This proposal will cancel classes for orientation to MCFRS and service and the Essentials class for the rest of the year. The impact is that there will be no further new class offerings for these classes until FY04.			
S11	DECREASE COST: PURCHASES IN PROPERTY FOR PROBOOTS, GLOVES, OUTERGEAR AND SUPPLIES	-30,000	0.0	0
	Impact: This reduction will extend the useful life of personal equipment by prolonging the replacement of boots, outergear and gloves. Total budget for property replacement is >\$600,000.			
S12	REDUCE: SPECIALTY TEAM EQUIPMENT AND SUPPLIES	-30,000	-0.2	0
	Impact: This will eliminate all remaining county support for the specialty teams. This includes the purchase of ropes, rescue equipment, specialized rescue equipment, power tools and training. Teams impacted are Collapse Rescue Team, Water Rescue Team, and HIRT.			
S13	REDUCE: SUSPEND REPRINTS OF THE PUBLIC EDUCATION BROCHURE	-20,810	0.0	0
	Impact: In FY04, \$20,000 was budgeted to reprint the Home Safety Checklist. This included printing of hispanic and asian languages targeted to our diverse non-english speaking residents. Although the English version will be available, the non-english speaking residents will not have this information readily available and may be at higher risk.			
** S14	ELIMINATE: COMMUNICATIONS IT/TRAINING POSITION	-26,950	-0.4	0
	Impact: The elimination of this position may delay the implementation of the Fire RMS NFIR 5.0 reporting software. Uniformed personnel will have to be trained and detailed to this position.			
** S15	ELIMINATE: CONSTRUCTION CODES REP. II - CODE ENFORCEMENT	-32,040	-0.4	0
	Impact: The Office Of Fire Code Enforcement will reduce its staffing through elimination of the non-uniformed Construction Codes Representative II (CCR II) position. The workload covered by this position will be redistributed among the remaining staff. Loss of this position will result in increased delays in processing inspection making it more difficult to achieve Fire Code Enforcement's program measures of 4-7 day inspection turn around.			
** S16	DECREASE COST: LAPSE OSC POSITION IN LFRD	-50,000	-0.8	0
	Impact: Position provides support for the Rockville Volunteer Fire Dept. Position is one of two full time administrative support positions in the corporation. This position's responsibilities are currently performed by volunteers during the lapse of the position. It is felt by the organization that they cannot maintain administrative support through volunteer contributions and need to have this position. The ability of this organization to meet its reporting requirements for the budget and financial projections, and accounting for Senator Amoss funding is done by the current administrative specialist position. The OSC position provides support to the administrative specialist position, the members of the volunteer organization, and the board.			
** S17	DECREASE COST: OVERTIME REDUCTIONS BASED ON CONDITION OF APPARATUS	-343,420	-3.2	0
	Impact: This is a temporary savings associated with the condition of the MCFRS complement of fire trucks. Much of the year, fire trucks have been shifted from their home stations to provide coverage for trucks taken out of service for repair. When the trucks are out of service, the staff are placed into the overtime pool where they can be redirected on regular time, therefore reducing the overtime that would be needed otherwise. New trucks are on order with anticipated delivery in July. Until that time, MCFRS is confident that it can maintain the availability of 13 trucks to serve county residents on a daily basis. Once the new trucks are delivered, there should be			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Fire and Rescue Service				
	appropriate reserve apparatus to cover trucks that need to be taken out of service.			
Health and Human Services				
S1	RESTORE: ADD NEW DHR FFP REVENUE TO COVER S2-3 AND FY04 SAVINGS PLAN TARGET REDUCTION <u>Impact:</u> The Department proposes to manage State funding reductions in Social Services, Health and Mental Health programs through the use of alternative Federal revenue sources (S2-3). The Department also proposes to use the excess revenue generated from these sources to offset the required reductions for the FY04 savings plan. The Department has been working with the Department of Human Resources (DHR) to maximize its Federal Financial Participation (FFP) revenues on County expenditures. Since this new revenue is based on County expenditures, which in most cases are related to personnel and support costs, the continued receipt of this revenue at projected levels is relatively assured as long as the County maintains its funding for the eligible programs. We are proposing to commit \$3,332,040 of this revenue as outlined in our savings plan package.	0	0.0	3,332,040
S2	REDUCE: 3RD ROUND STATE DHR REDUCTIONS - CHANGE IN REVENUE SOURCE FROM HB669 TO DHR FFP <u>Impact:</u> The Department recently received notification from the State Department of Human Resources (DHR) regarding the HB669 FY04 allocation. This allocation reflects a third round of cost containment reductions totaling (\$725,380) for FY04. The Department would be required to initiate a mid-year RIF to make personnel reductions in core Social Services programs such as Child Welfare and Income Assistance, in order to facilitate this reduction. The combination of both State (DHR & DHMH) allocation reductions would require a total RIF of 65 positions which would result in the loss of approximately \$627,890 in currently budgeted FFP revenue associated with the County-funded portion of many of these positions. To avoid this scenario, the Department proposes to offset the HB669 reduction with the new DHR FFP revenue generated and collected in the current fiscal year (S1).	0	0.0	-725,380
S3	REDUCE: STATE DHMH MENTAL HEALTH REDUCTIONS - CHANGE IN REVENUE SOURCE FROM DHMH TO DHR FFP <u>Impact:</u> The State Department of Health and Mental Hygiene (DHMH) has reduced the Montgomery County Department of Health and Human Services (DHHS) allocation by (\$938,490) for FY04. The Department would be required to initiate a mid-year RIF to make personnel reductions in Health and Mental Health programs, in order to facilitate this State revenue decrease. The combination of both State (DHR & DHMH) allocation reductions would require a total RIF of 65 positions which would result in the loss of approximately \$627,890 in currently budgeted FFP revenue associated with the County-funded portion of many of these positions. To avoid this scenario, the Department proposes to offset the DHMH reduction with the new DHR FFP revenue generated and collected in the current fiscal year (S1).	0	0.0	-938,490
** S4	REDUCE: SENIOR COMMUNITY PROGRAM TRANSPORTATION <u>Impact:</u> The Department proposes service reductions to each of the three components to Senior Program Transportation - senior center mini-trips, bus transportation to senior centers, and grocery shopping trips. The amount of the proposed reduction is \$109,160 from an annual budget of \$646,310. This is necessary to meet the FY04 Savings Plan target and to protect resources necessary to preserve core programs. Reductions in service would be necessary in the following areas: Mini-trips. The Department proposes to eliminate 13 of 30 mini-trips affecting approximately 1,500 seniors. These day long trips for senior centers allow participants to attend educational, cultural, recreational or other activities that occur away from the senior center, such as performances at the Kennedy Center or the Senior Expo. They are provided at little or no charge to the participants and are often attended by seniors who can no longer drive themselves.	-109,160	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Health and Human Services				
	<p>Senior Center transportation. The Department proposes to eliminate 12 round trips per week by eliminating service to Owens Park (2 trips) and Potomac (1 trip). It will reduce service to Holiday Park by 2 trips, Gaithersburg by 4 trips, Damascus by 2 trips and Schweinhaut by 1 trip. Buses transport frail seniors from their homes to local senior centers. The senior centers provide social, physical and intellectual stimulation as well as hot lunches through the Senior Nutrition Program. Seniors may be unable to visit these centers without the bus transportation provided by this program.</p> <p>Grocery Shopping trips. The Department proposes to reduce the frequency of these trips to once every two weeks. Low-income seniors who live in subsidized senior housing currently receive bus transportation to the nearest grocery store once a week to shop. These seniors do not own cars and are often unable to use regular public transit or, in some cases, public transit is not available.</p> <p>MEASURES AND FY05 RESULTS:</p> <p>Mini-trips. Elimination of the mini-trips would mean less variety of activities at senior centers, and less stimulation for participants. For some seniors, mini-trips present their only opportunity for participation in area community activities. Elimination of mini-trips would affect the senior centers' ability to recruit new participants. Approximately 50 mini-trips are currently held each year, serving about 30 seniors on each trip.</p> <p>Senior center transportation. Studies show that continued mental and physical activity, such as that offered at senior centers, can be important in preventing frailty in older people. Most seniors who ride the program transportation buses no longer drive and may be unable to get to a senior center without this service. In addition to increasing these seniors' risk of institutionalization, elimination of the bus may reduce the number of participants at senior centers and may also reduce the number of congregate meals served at the senior centers by the Senior Nutrition Program. Under the Department's FY04 proposal, twelve trips per week would be eliminated. Approximately 150-200 seniors would be affected each week.</p> <p>Some of the seniors who now take Program Transportation buses to senior centers may be eligible for Metro Access, the paratransit program required by the Americans with Disabilities Act, and operated by the Washington Metropolitan Transit Authority. If so, they may be able to use Metro Access to reach the centers.</p> <p>Grocery Shopping. Reducing the frequency of grocery shopping trips would impact seniors, who would have to buy two weeks worth of groceries at one time or find alternate means of transportation or grocery delivery. It would be difficult for them to carry the quantity of groceries required. It would also mean that these seniors would be able to eat less fresh fruit and vegetables, due to problems with spoilage. This could impact their nutritional status and may jeopardize their health status.</p> <p>Some of the seniors who now use the Program Transportation bus to grocery shop may be eligible for Metro Access (see above). If so, they may be able to use Metro Access to get to a grocery store.</p> <p>About 20 senior buildings currently receive bus service for grocery shopping each week. In FY04, the buses are providing transportation to 100 seniors each week or 5,200 person-trips per year (100 shoppers x 52 weeks/year). Under the Department's proposal, providing the service every other week would reduce the number of trips by half, which would reduce the number of person-trips per year to 1,300.</p> <p>The Department estimates that the reductions described above would achieve cost savings of \$109,160. This is only an estimate since the contractor bills the Department based on a combination of the miles and hours driven. The number of hours and miles driven varies by route and destination.</p>			
** S5	ELIMINATE: CHORE SERVICES PROGRAM	-25,000	0.0	0
	<p><u>Impact:</u></p> <p>The Department proposes to reduce the Chore Service Program for frail seniors and persons with disabilities by \$25,000 to meet the FY04 Savings Plan Target and to protect resources necessary to preserve core programs and services.</p> <p>The Chore Service program began in FY02 with funds added by the County Council at the request of the Commissions on Aging and Disabilities. The program provides chore service assistance to eligible residents to help them remain in their homes and the community with safety and dignity. The service targets low income, frail older adults and individuals with disabilities who are independent and can provide for most of their own personal care needs, but need help with light cleaning, vacuuming, laundry, grocery shopping, meal preparation, etc.</p>			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Health and Human Services				
	<p>The Department provides chore services through contracts with independent vendors and private home health agencies to improve the overall quality of life of individuals and enable them to remain safely in the community.</p> <p>In FY04 the county Executive recommended reducing Chore Service by \$150,000; however the Council restored \$50,000 of the funding.</p> <p>The reduction of \$25,000 will discontinue about 2,050 hours of service to clients who are primarily independent, many of whom need only chore service assistance to remain safely in the community. The Chore Service Program provides an average of 4 hours of chore service (at an average hourly rate of \$12.00) to an average of 20 clients per week; this reduction will eliminate services in January 04, to 25 clients currently receiving services.</p> <p>Elimination of Chore Service will reduce the Department's ability to provide the frail elderly and individuals with disabilities with the supports needed to live safely and with dignity in the least restrictive environment. Many of these individuals live alone and have few family or community supports. County Chore Service is a resource of last resort that allows them to remain independent and in their own homes for as long as possible.</p>			
** S7a	REDUCE: CHILD CARE SUBSIDIES PROGRAM (ABOLISH A VACANT FISCAL ASSISTANT POSITION) <u>Impact:</u> <p>The Department proposes to eliminate a Fiscal Assistant (Grade 16) and a Client Assistance Specialist (Grade 20) from the Child Care Subsidies Program budget in order to meet the FY04 Savings Plan target. Both of these positions have been vacant during the last year in order to contribute to the Department's overall savings plan.</p> <p>The Fiscal Assistant position provides accurate processing of child care payments to providers. These providers are small businesses and very dependent on the cash flow from subsidy programs. Holding this position vacant may result in payments that are slower and less accurate. Recently a number of complaints have come to the Department Director, the County Executive's office and to elected officials, fostering a poor relationship with the providers and the Department. This, in turn, makes it difficult for the department to recruit new providers that are willing to accept subsidized child care.</p>	-40,010	-1.0	0
** S7b	DECREASE COST: CHILD CARE SUBSIDIES PROGRAM (ABOLISH A VACANT CLIENT ASSISTANT SPECIALIST POSITION) <u>Impact:</u> <p>The Department proposes to eliminate a Client Assistance Specialist (Grade 20) and a Fiscal Assistant (Grade 16) from the Child Care Subsidies Program budget in order to meet the FY04 Savings Plan target. Both of these positions have been vacant during the last year in order to contribute to the Department's overall savings plan.</p> <p>Holding the Client Assistance Specialist position vacant has increased the program case load beyond the standard 125 cases per worker (Historical workload standards for the Working Parents Assistance Program are the basis for an average case load of 125 cases per month). At this higher case load, the remaining Client Assistance Specialists continue to determine eligibility and provide information and referral services to applicants for child support assistance, but have less time available to assess other family needs and make appropriate referrals. Elimination of this position will also reduce the outreach efforts of the program which are done in conjunction with other Early Childhood and Employment Services programs.</p>	-47,220	-1.0	0
** S8	REDUCE: FAMILY SELF SUFFICIENCY PROGRAM (ABOLISH VACANT SOCIAL WORKER II POSITION) <u>Impact:</u> <p>The Department proposes to eliminate one of the three Social Worker II (Grade 23) positions providing case management for the Family Self Sufficiency (FSS) Program in order to meet the FY04 Savings Plan target. This reduction is also being proposed in the Department's FY05 budget submission. One of the three Social Worker II positions is vacant, and will generate a full year of savings.</p> <p>The FSS Program, established in 1993, is a collaborative effort of HOC and DHHS. The program, mandated, but not funded by HUD, provides case management and an array of supportive services to assist Housing Choice Voucher and Public Housing residents achieve economic independence. HUD stipulates a participation level for HOC of 441 families. Since 1993 the County has funded three social worker positions in HHS to provide case management services to 125 of these families. When this collaboration was first established, the County's investment in case management leveraged federally subsidized housing for homeless families who were given priority for vouchers or public housing units. This priority for homeless families no longer exists.</p>	-71,200	-1.0	-23,300

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Health and Human Services				
	<p>The Department's capacity to provide case management services to approximately 40 families residing in HOC housing will be eliminated. While the families' access to subsidized housing will not be reduced, the case management services that facilitate their movement towards self-sufficiency and ultimate movement out of subsidized housing will be eliminated.</p> <p>Abolishment of this position will result in a reduction of -\$23,300 in FFP revenue.</p>			
** S9	ELIMINATE: FAMILY SELF SUFFICIENCY PROGRAM	-82,390	-2.0	-22,410
	<p><u>Impact:</u></p> <p>The Department proposes to eliminate the remaining two Social Worker II positions (Grade 23) providing case management for the Family Self-Sufficiency (FSS) Program in order to meet the FY04 Savings Plan target. Two of the three Social Worker II positions are currently filled and will generate only a half year of savings.</p> <p>The FSS Program, established in 1993, is a collaborative effort of HOC and DHHS. The program, mandated, but not funded by HUD, provides case management and an array of supportive services to assist Housing Choice Voucher and Public Housing residents achieve economic independence. HUD stipulates a participation level for HOC of 441 families. Since 1993 the County has funded three social worker positions in HHS to provide case management services to 125 of these families. When this collaboration was first established, the County's investment in case management leveraged federally subsidized housing for homeless families who were given priority for vouchers or public housing units. This priority for homeless families no longer exists.</p> <p>The Department's capacity to provide case management services to approximately 85 families residing in HOC housing will be eliminated and the 10 year partnership between HHS and HOC for the Family Self-Sufficiency Program will be ended. While the families' access to subsidized housing will not be reduced, the case management services that facilitate their movement towards self-sufficiency and ultimate movement out of subsidized housing will be eliminated.</p> <p>Abolishment of these positions will result in a reduction of -\$22,410 in FFP revenue for the half year.</p>			
** S10	DECREASE COST: SHIFT 14.5 POSITIONS FROM GENERAL FUNDS TO GRANT FUNDS FOR THE REMAINDER OF FY04	-500,250	0.0	0
	<p><u>Impact:</u></p> <p>The Department proposes \$500,250 in personnel cost savings for the remainder of FY04 based on the shift of existing general funded staff to current and future grant funded vacancies. As a result of this shift, the functions performed by these employees, and funded by the general fund, will either be suspended, limited, or reallocated to other employee's workloads for the remainder of FY04. This proposal is consistent with the procedures used in both the FY02 and FY03 Savings Plans. The proposed amount of savings is based on a minimal estimate of 14.5 grant funded positions being filled by transfer or promotion of existing general funded staff. These savings will be over and above our required FY04 lapse amount.</p>			
** S11	REDUCE: DHR FFP REVENUE FROM PREVIOUS PROJECTIONS	0	0.0	-1,695,050
	<u>Impact:</u>			
Health and Human Services Total:		-875,230	-5.0	-72,590

Housing and Community Affairs

S1	REDUCE: CONSUMER AFFAIRS CONSULTANTS	-20,000	0.0	0
	<p><u>Impact:</u></p> <p>The Division of Consumer Affairs uses consultants for housing related and home warranty complaints to analyze and verify the nature of the complaint, and recommend possible solutions including associated costs. An independent recommendation adds credibility to the case. In FY04, \$30,000 is budgeted for consultants and will be reduced to \$10,000. DHCA plans on utilizing in-house investigators and housing rehabilitation specialist to perform most of the work. This will take staff from their normal duties which may cause delays in resolving consumer complaint cases and single family housing rehabilitation cases.</p>			
S2	REDUCE: CODE ENFORCEMENT - EMERGENCY HOUSING SERVICES FOR CONDEMNED PROPERTIES	-15,000	0.0	0
	<p><u>Impact:</u></p> <p>There is \$25,000 budgeted for emergency housing services which mainly housing board-ups for condemned houses which are unsafe and have access as a result of fire, police raids, being abandoned, etc. This is a very difficult category of expense to budget for because of its very unpredictable nature. In FY03, \$10,000 was spent and the FY04 budget will</p>			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Housing and Community Affairs				
	be adjusted to this amount. Each individual expenditure will be justified on a case by case basis.			
S3	REDUCE: COMPUTER CONSULTANT SERVICES	-25,000	0.0	0
	<u>Impact:</u> The IT budget will be reduced by \$25,000 from \$75,000 to \$50,000. This budget provides for training, maintenance, hardware, software, supplies, and professional services. A large portion of this budget generally is spent for professional service consultants to do programming. Upgrades and development of new programs will be reduced or eliminated on a case-by-case basis.			
S4	ELIMINATE: TEMPORARY CLERICAL HELP	-10,000	0.0	0
	<u>Impact:</u> There is a \$10,000 budget for clerical temps to meet both fluctuations in workload and to fill in for periods of prolonged sick leave by staff. The ability to do this will be eliminated. Staff will adjust to the increase work demands by prioritizing duties.			
** S5	REDUCE: CODE ENFORCEMENT - LAPSE INSPECTOR FOR 24 WEEKS	-30,780	-0.5	0
	<u>Impact:</u> The filling of a vacant Code Enforcement Inspector position will be delayed for 24 weeks. This will result in either a reduced number of inspections or an increase in response time.			
S6	REDUCE: OVERTIME FOR CODE ENFORCEMENT AND LTA INVESTIGATORS	-59,860	-0.8	0
	<u>Impact:</u> There is a \$75,000 budget for overtime which is used by Landlord Tenant Investigators and Code Enforcement Inspectors to conduct business during non-duty hours. This budget will be reduced by \$59,860 to \$15,140. In order to make this reduction, every effort will be made by the Department to limit overtime (i.e. no scheduled overtime) for these functions. Also, staff will be allowed the use of compensatory time if they choose. This change may increase response times for complaints and may slow special initiatives. Overall, the reduction in the use of overtime reduces our code enforcement and mediation efforts by .8 work years.			
** S7	SHIFT: TEMPORARY PROMOTION	-22,320	-0.1	0
	<u>Impact:</u> A Business Development Specialist III position assigned to the Commercial Revitalization Section has been detailed as the Redevelopment Director working in the mid-county regional services center and is being paid by that organization from a vacant position salary thus resulting in a savings within DHCA. The detail will last 6.5 pay periods. Some minor delays in the Commercial Revitalization Section's work plan maybe experienced.			
** S8	REDUCE: CONSUMER AFFAIRS INVESTIGATOR	-14,520	-0.3	0
	<u>Impact:</u> A Consumer Affairs Investigator position which is scheduled to be abolished as of July 1st will be accomplished earlier on April 1, 2004. A reduction in staff will have an adverse affect in public service especially in response time and will limit the ability to enforce laws, conduct investigation, and mediate consumer complaints.			
** S9	DECREASE COST: LONGBRANCH - LAPSE PLANNING SPECIALIST III FOR 6 WEEKS	-6,760	-0.1	0
	<u>Impact:</u> It is expected that the Longbranch position will not be filled until February 15, 2004. Minimal impact is expected.			
Housing and Community Affairs Total:		-204,240	-1.8	0

Human Resources

S1	DECREASE COST: PERSONNEL LAPSE ASSOCIATED WITH RECORDS MANAGEMENT REORGANIZATION	-80,470	-1.3	0
	<u>Impact:</u> During FY03, OHR began a reorganization of the Records Management section. That reorganization eliminated a Manager III position. This action was part of the FY04 Approved budget. OHR implemented a second phase of the reorganization that was dependent upon the implementation of the Electronic PAF application. In working with DTS this July, Electronic PAF is in the final stages of requirements gathering and will be scheduled for project execution this December 2003. The product is scheduled to be launched in June 2004. In anticipation of the efficiencies to be gained through this application, OHR has reduced workyear effort in Records. The personnel lapse reflected is the anticipated lapse for FY04.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Human Resources				
S2	DECREASE COST: OPERATING EXPENSES ASSOCIATED WITH DELAYING PROGRAM SCHEDULES AND PROGRAM ENHANCEMENTS	-44,720	0.0	0
	<u>Impact:</u> The decrease in expenditures may impact the scheduling of Countywide trainings or program enhancements such as the new employee orientation manuals. Division managers have been requested to review current processes and business practices. We are anticipating that over the next month cost reduction measures included in the composition of the FY05 operating budget will specify reductions that will occur during FY04. This may reflect further reductions to personnel costs rather than operating expenses as assumed.			
** S3	DECREASE COST: PERSONNEL LAPSE IN EMPLOYMENT AND EEO	-62,600	-0.6	0
	<u>Impact:</u> OHR has one vacancy in EEO Compliance (as of November 2003). A further vacancy will be realized in Employment as of January 2004. In Employment, there will be a vacant, full-time Human Resource Specialist III position. OHR believes that this vacancy can be maintained as long as the County's hiring freeze remains in effect. Once the hiring freeze has been removed, the workload demands will force the need for this position to be filled. EEO Compliance has a vacant, part-time Senior Human Resource Specialist III position (grade 27). The incumbent in this position recently left County employment this past November. OHR believes that this position must be hired to support the investigation casework, conducting Countywide EEO Compliance training, as well as the being the lead for the County's diversity programs. Recently, OHR reclassified this position down to a full-time Human Resource Specialist III position (grade 25). The impact of this action will reduce the position cost for the remaining FY04 and in FY05.			
Human Resources Total:		-187,790	-1.9	0
Human Rights				
** S1	REDUCE: LAPSE OFFICE SERVICES COORDINATOR POSITION	-39,230	-0.6	0
	<u>Impact:</u> This position provides administrative support to the Community Mediation and Fair Housing programs. The primary function of this incumbent is to staff the Committee on Hate Violence and the Interagency Fair Housing Coordinating Group. A lapse in this position will directly affect the productivity of these two programs in the following areas: monthly meetings will not be staffed; and the drafting of minutes, memos and correspondence will be drastically delayed. The OSC has responsibility for the overall day-to-day operation of the office. Other areas affected by this lapse would be: processing of travel/training vouchers, coverage of the receptionist/front desk, and the telephone system over site and payment processing.			
S2	REDUCE: CENTRAL DUPLICATING	-3,000	0.0	0
	<u>Impact:</u> These funds are used to reproduce printed materials for the agency, such as case files, legal correspondence, letterhead, envelopes, reports, and other agency brochures and handouts. The Office of Human Rights and the Fair Housing program's annual reports are presently being finalized and are expected to go to print in few a weeks. Elimination of these funds will delay or prohibit the printing of these reports for another year. These funds were cut last year to meet the FY03 Saving Plan.			
S3	REDUCE: FAIR HOUSING ADVERTISING	-4,000	0.0	0
	<u>Impact:</u> These funds are used to advertise for Testers (Public Administrative Intern) vacancies and various fair housing activities. The Office of Human Rights and the Department of Housing and Community Affairs receive funding from HUD each year, which requires the County to actively promote fair housing. A large part of this promotion is done through PSA's, and printed ads in local news papers. Much of this promotion is done during Fair Housing Month. Last year these funds were cut and no activities were conducted during Fair Housing Month. A reduction in these funds again in FY04 will adversely impact the April Fair Housing Month campaign and may also affect future funding from HUD.			
S4	ELIMINATE: FAIR HOUSING CASE LITIGATION	-10,000	0.0	0
	<u>Impact:</u> These funds support a vital part of the fair housing enforcement program by providing funding for litigation of fair housing discrimination cases. There are two cases currently under review by the County Attorney's Office. If the CA determines that these cases go to litigation, funds will be needed to pay expert witnesses, prepare and provide trial testimonies; assist and prepare the opposing expert deposition; and prepare for cross examination of opposing evidence.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Human Rights				
	Without this funding these cases will not be litigated, thus allowing housing property owners to continue to discriminate against Montgomery County residents.			
	Human Rights Total:	-56,230	-0.6	0
Inspector General				
S1	REDUCE: CONSULTANT SERVICES	-9,260	0.0	0
	<u>Impact:</u> This item reduces planned consulting expenditures, resulting in approximately 115 fewer hours of consultant services.			
** S1	REDUCE: CONSULTANT SERVICES	-4,630	0.0	0
	<u>Impact:</u> This item further reduces planned consultant expenditures, resulting in approximately 58 fewer hours of consultant services.			
	Inspector General Total:	-13,890	0.0	0
Intergovernmental Relations				
S1	DECREASE COST: PROFESSIONAL SERVICES	-10,500	0.0	0
	<u>Impact:</u> There will be no service impact as a result of this reduction in professional services.			
** S2	DECREASE COST: COMPUTER EQUIPMENT REPAIR	-2,130	0.0	0
	<u>Impact:</u> There will be no service impact as a result of this reduction in computer equipment repair costs.			
** S3	DECREASE COST: NON-METROPOLITAN AREA TRAVEL	-500	0.0	0
	<u>Impact:</u> The office will adjust representation and/or accommodations at MACo and NACo conferences.			
** S4	ELIMINATE: R/T ROCKVILLE/ANNAPOLIS COURIER SERVICE DURING GENERAL ASSEMBLY SESSION	-3,000	0.0	0
	<u>Impact:</u> There will no longer be courier service between the Executive Office Building and the Council Office Building r/t to Annapolis during the General Assembly Session (January-April).			
** S5	DECREASE COST: MISCELLANEOUS	-1,450	0.0	0
	<u>Impact:</u> There will be no service impact as a result of this reduction in miscellaneous services.			
	Intergovernmental Relations Total:	-17,580	0.0	0
Legislative Oversight				
S1	REDUCE: OPERATING EXPENSES	-14,380	0.0	0
	<u>Impact:</u> Reduce spending on staff training, office supplies, and outside professional services.			
** S2	REDUCE: OPERATING EXPENSES	-7,190	0.0	0
	<u>Impact:</u> Additional reduction in Operating Expenses.			
	Legislative Oversight Total:	-21,570	0.0	0
Management and Budget				
S1	DECREASE COST: PERSONAL COST SAVINGS DUE TO VACANCY AND OTHER TECHNICAL ADJUSTMENTS	-65,410	-1.0	0
	<u>Impact:</u> OMB is able to achieve the FY04 savings plan target of -\$65,410 by lapsing one vacant Management and Budget Specialist position for nine months (-\$49,710) and other personnel costs that are less than budgeted for FY04 (-15,700). There is no anticipated service impact.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Management and Budget				
** S2	DECREASE COST: PERSONNEL COST SAVINGS (LAPSE) DUE TO ADDITIONAL UNANTICIPATED VACANCY AND LOWER COST STAFF REPLACEMENTS <u>Impact:</u> OMB is able to achieve the second round savings plan target (-\$32,700) by lapsing an unanticipated vacancy for one month, and then filling it with less costly staff.	-32,700	0.0	0
Management and Budget Total:		-98,110	-1.0	0
Merit System Protection Board				
S1	DECREASE COST: MAINTENANCE-COMPUTER <u>Impact:</u> Maintenance Computer/Fax The cost for maintenance has been reduced by the vendor	-200	0.0	0
S2	DECREASE COST: OTHER CENTRAL DUPLICATION <u>Impact:</u> Other Central Duplication - The cost for producing MSPB's annual report will not require the funding originally budgeted for	-600	0.0	0
S3	DECREASE COST: TRAVEL - NON-METROPOLITAN AREA <u>Impact:</u> Travel - Non-Metropolitan Area. MSPB will reduce travel expenses by eliminating a training conference	-1,000	0.0	0
S4	DECREASE COST: GENERAL OFFICE SUPPLIES <u>Impact:</u> General Office Supplies - In the event more office supplies are needed MSPB will ask for help from other Legislative agencies	-100	0.0	0
S5	DECREASE COST: MEETINGS: MEAL/SNACKS <u>Impact:</u> Meeting/Meals/Snacks - Reduce Expenditures	-400	0.0	0
S6	DECREASE COST: OTHER MISC. OPERATING EXPENSES <u>Impact:</u> Other Misc. Operating Expenses - No impact on MSPB's mission is anticipated	-60	0.0	0
** S7	REDUCE: PREPARATION OF TRANSCRIPTS <u>Impact:</u> During the period January 1, 2004 - June 30, 2004, these funds may have to be recaptured in the event that the MSPB is required to hold more hearings than anticipated.	-1,180	0.0	0
Merit System Protection Board Total:		-3,540	0.0	0
NDA - Arts Council and Humanities				
S1	DECREASE COST: OPERATING EXPENSES <u>Impact:</u> The Arts and Humanities Council will cut or reduce several services it provides to the arts community.	-14,000	0.0	0
** S2	REDUCE: PROJECT AND OPERATING GRANTS <u>Impact:</u> With this reduction, arts organizations who were to receive operating and project grants will receive less money. There will be a service impact for these organizations. The original reduction was \$7,730. The second round of savings is an additional \$7,870.	-15,600	0.0	0
** S3	DECREASE COST: FELLOWSHIPS <u>Impact:</u> Decrease the amount budgeted for Fellowships by \$3,000.	-3,000	0.0	0
NDA - Arts Council and Humanities Total:		-32,600	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
NDA - Closing Costs Assistance				
** S1	DECREASE COST: COUNSELING COSTS ASSOCIATED WITH NEW LOANS <u>Impact:</u>	-4,120	0.0	0
NDA - Closing Costs Assistance Total:		-4,120	0.0	0
NDA - Desktop Modernization				
S1	DECREASE COST: PROFESSIONAL SERVICES COST <u>Impact:</u> To meet the FY04 savings plan reduction, DCM program base cost is reduced by \$80,920. This reduction can be achieved by a reduction of the professional services. We have worked closely with our contractor (EER) and County departments to minimize negative impacts on operations. However, the reduction does increase the risk that DCM potentially will not be able to adequately support critical emerging issues such as virus outbreak.	-80,920	0.0	0
** S2	DECREASE COST: PROFESSIONAL SERVICES COST <u>Impact:</u> DCM will achieve the FY04 second round savings plan of \$40,460 by further reducing expenditures for Professional services. We have worked closely with our contractor (EER) and departments to minimize negative impacts on operations. However, this additional reduction does increase the risk that DCM potentially will not be able to adequately support critical emerging issues such as a virus outbreak.	-40,460	0.0	0
NDA - Desktop Modernization Total:		-121,380	0.0	0
NDA - Housing Opportunities Commission				
S1	DECREASE COST: LAPSE SALARY <u>Impact:</u> HOC can recognize \$64,000 in salary lapse costs due to the resignation and retirement of 3 employees and the time delay in filling these positions.	-64,000	0.0	0
S2	DECREASE COST: HEALTH INSURANCE BENEFIT COST <u>Impact:</u> Health insurance rates for calendar year 2004 did not increase to the level we had anticipated. Therefore we will be able to recognize approximately \$22,950 in additional savings.	-22,950	0.0	0
** S3	REDUCE: STAFFING IN PUBLIC AFFAIRS DIVISON (1.0 WY) <u>Impact:</u> HOC will eliminate one position (work year) in the Public Affairs Division from County Funding. This position has been vacant since October 31, 2003.	-43,480	0.0	0
NDA - Housing Opportunities Commission Total:		-130,430	0.0	0
NDA - ITPCC				
S1	DECREASE COST: PROFESSIONAL SERVICES CONTRACT SUPPORT <u>Impact:</u>	-600	0.0	0
NDA - ITPCC Total:		-600	0.0	0
People's Counsel				
S1	REDUCE: CENTRAL DUPLICATING (SAVINGS PLAN 1) <u>Impact:</u> This reduction will have a negative impact on the ability of this Office to distribute needed information to the public. First, one of the basic activities of this Office is the distribution to the public of a packet of materials about this Office. It is crucial for the public to know that a new public resource has been created and to understand how this Office functions and what type of assistance is provided. Additionally, this Office prints and distributes four information brochures describing how to effectively participate in the varied parts of the County land use control process. Other brochures will be distributed in the near future. Providing	-2,500	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
People's Counsel				
	this information to the public fulfills a basic legislative objective of this Office. This reduction may prevent the distribution of educational materials to the public.			
	To help counter the reduced availability of these printed materials, the Office has placed our information brochures on our web site and will add other educational materials to our web site in the future.			
S2	DECREASE COST: POSTAGE (SAVINGS PLAN 1)	-200	0.0	0
	<u>Impact:</u> The impact of this reduction is not known at this time, but appears to be negligible. However, the distribution of new information brochures to the public may be a factor to be considered during the coming fiscal year.			
S3	DECREASE COST: OFFICE SUPPLIES (SAVINGS PLAN 1)	-200	0.0	0
	<u>Impact:</u> The impact of this reduction is not known at this time, but appears to be negligible.			
S4	DECREASE COST: OTHER MISCELLANEOUS OPERATING EXPENSES (SAVINGS PLAN 1)	-390	0.0	0
	<u>Impact:</u> This reduction will negatively impact the flexibility needed to respond to unforeseen circumstances and situations that arise out of the activities required to fulfill the responsibilities of this Office. This category also reflects the demands involved with establishing a new County agency such as this Office. Many situations arise that cannot be planned for or known in advance. The reduction in this budget category also restricts the capacity of this Office to address operating issues as they arise.			
S5	ELIMINATE: DAILY RENTAL MOTOR POOL (SAVINGS PLAN 1)	-280	0.0	0
	<u>Impact:</u> This reduction will entirely eliminate this category of transportation expenditure from our budget. The effect is to decrease the flexibility to address a future unseen situation. Transportation is a critical expenditure that is directly linked to successfully fulfilling the responsibilities of this Office. This reduction will negatively impact this Office.			
S6	DECREASE COST: OTHER EDUCATION, TUITION, AND TRAINING (SAVINGS PLAN 1)	-200	0.0	0
	<u>Impact:</u> Though the impact of this reduction is not known, it will certainly lessen the flexibility to respond to future situations and needs that cannot be foreseen at this point in time.			
S7	DECREASE COST: BOOKS/REFERENCE MATERIALS (SAVINGS PLAN 1)	-500	0.0	0
	<u>Impact:</u> First, to encourage effective citizen participation in the land use process, a resource center containing basic education documents on land use planning and effective presentation techniques is being established. This reduction will reduce book and tape purchases that aid public understanding of land use issues. Second, a basic land use law library is a crucial strategic resource needed to effectively represent the public interest in administrative hearings. Yearly subscriptions to basic treatises is a minimum necessity. An outdated resource would negatively impact our ability to serve the public interest. We will place priority on maintaining a land use law library. This reduction will negatively affect the ability of this Office to carry out the two functions described above.			
** S8	REDUCE: CENTRAL DUPLICATING (SAVINGS PLAN 2)	-1,350	0.0	0
	<u>Impact:</u> This reduction will have a negative impact on the ability of this Office to distribute needed information to the public. First, one of the basic activities of this Office is the distribution to the public of a packet of materials about this Office. It is crucial for the public to know that a new public resource has been created and to understand how this Office functions and what type of assistance is provided. Additionally, this Office prints and distributes four information brochures describing how to effectively participate in the varied parts of the County land use control process. Other brochures will be distributed in the near future. Providing this information to the public fulfills a basic legislative objective of this Office. This reduction may prevent the distribution of educational materials to the public.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
People's Counsel				
	To help counter the reduced availability of these printed materials, the Office has placed our information brochures on our web site and will add other educational materials to our web site in the future.			
** S9	DECREASE COST: POSTAGE (SAVINGS PLAN 2)	-100	0.0	0
	<u>Impact:</u>			
	The impact of this reduction is not known at this time, but appears to be negligible. However, the distribution of new information brochures to the public may be a factor to be considered during the coming fiscal year.			
** S10	DECREASE COST: OFFICE SUPPLIES (SAVINGS PLAN 2)	-100	0.0	0
	<u>Impact:</u>			
	The impact of this reduction is not known at this time, but appears to be negligible.			
** S11	DECREASE COST: OTHER MISCELLANEOUS OPERATING EXPENSES (SAVINGS PLAN 2)	-220	0.0	0
	<u>Impact:</u>			
	This reduction will negatively impact the flexibility needed to respond to unforeseen circumstances and situations that arise out of the activities required to fulfill the responsibilities of this Office. This category also reflects the demands involved with establishing a new County agency such as this Office. Many situations arise that cannot be planned for or known in advance. The reduction in this budget category also restricts the capacity of this Office to address operating issues as they arise.			
** S12	DECREASE COST: OTHER EDUCATION, TUITION, AND TRAINING (SAVINGS PLAN 2)	-100	0.0	0
	<u>Impact:</u>			
	Though the impact of this reduction is not known, it will certainly lessen the flexibility to respond to future situations and needs that cannot be foreseen at this point in time.			
** S13	DECREASE COST: BOOKS/REFERENCE MATERIALS (SAVINGS PLAN 2)	-260	0.0	0
	<u>Impact:</u>			
	First, to encourage effective citizen participation in the land use process, a resource center containing basic education documents on land use planning and effective presentation techniques is being established. This reduction will reduce book and tape purchases that aid public understanding of land use issues.			
	Second, a basic land use law library is a crucial strategic resource needed to effectively represent the public interest in administrative hearings. Yearly subscriptions to basic treatises is a minimum necessity. An outdated resource would negatively impact our ability to serve the public interest. We will place priority on maintaining a land use law library.			
	This reduction will negatively affect the ability of this Office to carry out the two functions described above.			
People's Counsel Total:		-6,400	0.0	0
Police				
S1	REDUCE: INCREASE ECC LAPSE	-500,000	-9.1	0
	<u>Impact:</u>			
	The ECC has continued to experience greater than normal attrition. The department programs lapse at 9 techs for 9 workyears. The current vacancy and attrition rates would indicate an additional 9 for a total of 18 positions. Overtime has been and will continue to be used by ECC staff and Police Officers who have been certified as call takers/dispatchers.			
S2	DECREASE COST: UNIFORM CLEANING CONTRACT COSTS	-100,000	0.0	0
	<u>Impact:</u>			
	The department has entered into the 2nd year of a three year contract agreement with Sterling Cleaners. This vendor provides all laundering services for the department. We have been tracking monthly expenditures and have determined that we will realize approximately \$100,000 savings in FY04. The FY05 contract has inflationary adjustments but we have determined that this savings will continue into the next fiscal year.			
** S3	DECREASE COST: SALARY SAVINGS ASSOCIATED WITH POLICE CHIEF VACANCY	-86,600	-0.5	0
	<u>Impact:</u>			
	The salaries/fringe benefits listed are savings projected through December 2003. Costs associated with acting pay for the current chief have been considered.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Police				
** S4	DECREASE COST: SALARY SAVINGS ASSOCIATED WITH MILITARY DUTY STATUS EMPLOYEES	-155,000	-2.9	0
	<u>Impact:</u> The department has experienced loss of service of employees due to military commitments for the past two years. For this current fiscal year, we have nine (9) staff on military leave to date. Under Personnel Regulations, the county is liable for pay difference between county salary and military salary (not to include fringe benefits). The department conservatively estimates a savings of \$75,000 in this Military lapse savings category. We also anticipate that we will have approximately 10 total staff out throughout the entire fiscal year.			
S5	DECREASE COST: OPERATING ACCOUNT REDUCTIONS	-661,570	0.0	0
	<u>Impact:</u> The department has examined a variety of operating accounts and has offered these as FY04 reductions in order to meet the target set for the current fiscal year. Some purchases will have to be delayed until next fiscal year, but this delay is not expected to cause any major concerns.			
** S6	DECREASE COST: AUTOMATED TRAFFIC SAFETY PROGRAM - CONTRACTOR COSTS	-1,241,500	0.0	0
	<u>Impact:</u> The automated traffic safety program (Photo Redlight) has experienced delays in the installation of cameras. For FY04, a total of 45 cameras were to be fully functional. Revenue estimates and contractor expenses were based upon the program having all cameras in full operation. Due to delays beyond the control of the Police Department, the fiscal year began with 26 operational cameras. To date, there are 31 total cameras functioning. With a new contractor beginning in January 2004 and the conversion from wet film to digital technology, the department has an aggressive installation time line whereby all 45 cameras will be installed by July 2004 and by September, all wet film will be converted to digital. Additionally, there will be a total of 53 cameras in operation by that date with the introduction of several cameras at one site to capture turn violators. With this schedule though, the department has estimated a surplus of \$1,241,500 in contractor costs. The impact of the related FY04 revenue loss will be reflected in the Executive's FY05 operating budget.			
** S7	DECREASE COST: ADDITIONAL MILITARY LAPSE	-134,100	-2.4	0
	<u>Impact:</u> The department recently examined all staff detailed to active duty in the Military. County Payroll and Police Personnel supplied critical data to M&B and we were able to determine an additional savings of \$134,100 in personnel costs associated with military salary offsets. Additionally, these savings were determined using 'end-dates' or return from active duty based on employees being detailed for 1 full year. Several staff have been detailed in excess of 1 year.			
** S8	REDUCE: RECRUIT CLASS- SESSION 44- REDUCE BY 4 POC'S	-127,570	-2.0	0
	<u>Impact:</u> The department will reduce the January 2004 Recruit Class, Session 44, by four (4) Police Officer Candidates (POC). This reduction will not affect the EFO program and the grant dollars associated with that initiative, but it will reduce the number of officers available at graduation of session 44 to fill vacancies in the field left by attrition.			
Police Total:		-3,006,340	-16.9	0

Procurement

** S1	DECREASE COST: LAPSE PROGRAM MANAGER II	-20,620	0.0	0
	<u>Impact:</u> The Program Manager II position has been vacant since July 1, 2003. The position has been announced but resumes from candidates have not been rated. The Office of Procurement recommends that the Program Manager II position remain vacant through December 1, 2003 in order to meet the target Savings Plan.			
** S2	DECREASE COST: LAPSE PROCUREMENT SPECIALIST II	-25,730	0.0	0
	<u>Impact:</u> The Procurement Specialist II position has been vacant since July 1, 2003. The position has been announced and rated, however, no interviews have been conducted. The Office of Procurement recommends that this position continue to be held vacant through December 1, 2003 in order to meet the target Savings Plan.			
** S3	DECREASE COST: LAPSE PROGRAM MANAGER II THROUGH YEAR END	-20,620	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Procurement				
	<u>Impact:</u> The Program Manager II position will be lapsed for the remainder of the FY04 fiscal year in order to meet Round II of the Savings Plan. A hire for FY05 is requested.			
Procurement Total:		-66,970	0.0	0
Public Information				
S2	REDUCE: TRANSLATION SERVICES	-14,130	0.0	0
	<u>Impact:</u> A reduction in the Office's translation services contract will limit the County's ability to reach out to speakers of other languages and the foreign language media.			
S3	ELIMINATE: TRAINING FOR GRAPHIC DESIGNERS AND WEB CONTENT MANAGER ON NEW SOFTWARE PRODUCTS.	-2,480	0.0	0
	<u>Impact:</u> Productivity will suffer, since the office's graphic designers and web content manager will have to learn how to use new software and technology on their own, without the benefit of training.			
S4	REDUCE: FILM, BATTERIES AND VIDEOCASSETTE TAPES.	-5,960	0.0	0
	<u>Impact:</u> The office will be limited in the number of videotapes it can send to local news stations to generate free media coverage of County events. This has traditionally been a good way to facilitate positive news coverage and it is necessary to compete for airtime with other news stories in the metro area.			
Public Information Total:		-22,570	0.0	0
Public Libraries				
S1	REDUCE: HEALTH INFORMATION CENTER OUTREACH ACTIVITIES	-34,410	-0.3	0
	<u>Impact:</u> The Health Information Center (HIC), located at the Wheaton Library, is one of the special services that the Department of Public Libraries provides to County residents. A part-time Librarian I is assigned to the Center, and that position is supervised by a full-time Senior Librarian. Through the Center, the Wheaton Library has become the department's primary source for public inquiries regarding health issues. Center staff has developed an outreach effort that includes health-related programming aimed at attacking chronic health care issues, such as diabetes and high blood pressure. Even with these services however, the department has found that it is not necessary for the part-time Librarian I to devote all of her working hours to the HIC. At least half of her day is spent providing information of a general nature to the public. As a result of budget constraints, beginning on December 28, 2003, DPL will reduce the personnel complement at Wheaton by one part-time Librarian I (0.5 WY - the actual position that will be abolished is vacant). Library material concerning health care will continue to be available at all County libraries. General information and resource guidance will be provided at the information desks. Even though the Wheaton Library will continue to operate the Health Information Center, the part-time Librarian I who is currently assigned to the HIC will provide limited support to the Center. The public still will be able to obtain health information at Wheaton because the supervisory Senior Librarian will be available to give supplemental assistance to patrons seeking this information. The impact of this staffing reduction is that fewer health care outreach activities and special health-related projects will be developed and presented.			
S2	REDUCE: SUNDAY LIBRARY SERVICES FOR THE MONTH OF JUNE	-23,700	0.0	0
	<u>Impact:</u> The vast majority of staff members who work on Sundays are either non-merit substitutes, or part-time merit staff who are working additional hours in a substitute capacity. Eight library branches are open a total of 35 Sundays each per year. The department has determined that there would be minimal public service impact if these branches were not open on the two Sundays immediately following the Memorial Day holiday. The school year will be winding down, and family summer vacations will be starting. DPL therefore, will reduce the number of Sundays that these eight branches are open from 35 to 33. This action will result in a permanent reduction in expenditures, without the necessity of an actual reduction in the DPL work force.			
S3	DECREASE COST: DEPARTMENTAL TRAINING AND TRAVEL	-20,000	0.0	0
	<u>Impact:</u> The department will reduce the resources that it dedicates to staff training and travel. The impact of this action is that			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Libraries				
	staff members who had received supplements in previous years to attend conferences and other meetings of professional Librarians will no longer receive those supplements.			
S4	DECREASE COST: PERSONNEL COSTS THROUGH HIRING DELAYS	-501,600	0.0	0
	<u>Impact:</u> In an effort to reduce expenditures without taking action to cut additional merit staff in the branches, the department will delay filling all of its current vacancies. The department will use an alternative means (temporary promotions) to fill three vacancies that are considered to be so essential to efficient branch operation that leaving these positions vacant would cause customer service to suffer significantly. The positions of those staff members who are chosen for these temporary promotions will not be filled, allowing the department to save resources allocated for these positions. The only cost associated with these temporary promotions would be 10% increases in the salaries of the incumbents, prorated to the number of pay periods that are remaining in FY 04. The department was on the verge of hiring a Manager II who would serve as the Chief of Public Service Administration. The delay in hiring however, must include this Manager II position. The department will postpone filling this position until July 1, 2004. Taking this action will mean that departmental managers who have been "covering" this position by temporarily assuming additional responsibilities will be required to continue performing those added duties. If for some reason, the department cannot fill the position after July 1, 2004, then a formal reorganization would be required to assign at least some of these responsibilities to DPL staff members on a permanent basis. Should this action prove to be necessary, it is quite feasible that all of the duties will not be reassigned, causing some of the tasks to have to be eliminated altogether. In that even, a list of these tasks would be prepared and submitted.			
S5	DECREASE COST: COLLECTION OPERATING EXPENSES	-14,130	0.0	0
	<u>Impact:</u> In an effort to reduce expenditures without taking action to cut additional merit staff in the branches, the department will reduce the amount of funds allocated to library materials. The collection has been reduced three times in the past two fiscal years; therefore, any reduction in funding for this activity will have the impact of making fewer library material available for public use. Providing library materials to the public is integral to the department's mission. DPL, therefore, will work diligently during the remaining months of FY 04 to locate alternatives to this option.			
S6	DECREASE COST: PERSONNEL COSTS - EMPLOYEE RETIREMENT	-25,830	0.0	0
	<u>Impact:</u> A full-time Librarian II (grade 24) has announced that she has made the final arrangements with the Office of Human Resources that will allow her to retire on April 1, 2004. After her retirement, she plans to relocate to the mid-west; therefore, DPL believes that the employee has made a firm commitment to her retirement schedule. Since the position is currently filled, the projected savings are not reflected in the amount shown under savings for "Hiring Delays". The staff person has very little remaining annual leave; therefore the department will save nearly three months of the personnel costs associated with this Librarian II. The Public Service Administrator who supervises this Librarian II will take care of any vital tasks that must be accomplished for the remainder of the fiscal year.			
S7	DECREASE COST: PERSONNEL COSTS - IMPACT OF TEMPORARY PROMOTIONS	0	0.0	0
	<u>Impact:</u> As part of its plan to save FY 04 resources without cutting existing staff, the department will delay filling its current vacancies. Three positions are considered so essential to efficient branch operation that leaving the positions vacant will cause customer service to suffer significantly. The department will fill these positions, but only on a temporary basis. Three Library employees will receive temporary promotions that will extend through June 30, 2004. The positions of those staff members who are chosen for these temporary promotions will not be filled, allowing the department to save the resources that have been allocated for these positions (\$105,200). The only cost associated with these temporary promotions would be 10% increases in salary for the incumbents, prorated to the number of pay periods remaining in FY 04. The costs of these increases has been taken into consideration in the bottom-line savings shown in "Hiring Delays".			
** S8	REDUCE: GOVERNMENT DOCUMENT SERVICES STAFF - ROCKVILLE LIBRARY	-29,600	-0.3	0
	<u>Impact:</u> The Rockville Library has been a repository for government documents for several years. In the past, these documents have all been "hard-copy" requiring a full-time staff person to manage them. As a result of advancements in technology, the government has moved away from printed material in favor of electronic resources; thereby enabling a wider dispersal of a broad range of materials. With this move to electronic resources and our geographic access to primary			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Libraries				
	government libraries, the department believes that there is no longer a need to designate a specific branch as the primary repository for government documents.			
	A full-time Librarian II is assigned to manage government documents at the Rockville Library.			
** S9	REDUCE: CENTRAL ADMINISTRATION STAFF - SUPERVISORY	-45,430	-0.6	0
	<u>Impact:</u> Management of the departmental supply function is handled by a Senior Supply Technician. The incumbent supervises four (4) Library Driver Clerks and serves as the contact person for facilities maintenance problems for the Rockville Library and central offices. The incumbent is also the contract administrator for the DPL agreement with a non-profit organization that employs disabled adults to provide sorting services for the department.			
	Materials Processing is a sub-section of Cataloging and Preparation, but functions more or less as an independent unit. Overall supervision of the unit is assigned to a Senior Librarian, but an Office Services Coordinator provides direct supervision of the Library Technicians who work in Materials Processing.			
** S10	REDUCE: CENTRAL ADMINISTRATIVE STAFF - CLERICAL	-13,790	-0.3	0
	<u>Impact:</u> The Collection and Material Management Division is supported by two (2) full-time Office Services Coordinators and one (1) full-time Principal Administrative Aide. In light of current fiscal conditions, the division reviewed its support needs and determined that it will reduce its administrative staff by one full-time Office Services Coordinator.			
** S11	REDUCE: OPERATING HOURS - EIGHT LARGEST BRANCHES (DAVIS, GERMANTOWN, OLNEY, WHITE OAK, BETHESDA, GAITHERSBURG, ROCKVILLE AND WHEATON)	-150,000	0.0	0
	<u>Impact:</u> The Department of Public Libraries will reduce the amount of substitute funds available to eight of its branches. This reduction in substitute funding can only be achieved if it is paired with a concurrent reduction in operating hours at these branches. Therefore, the department recommends reducing the hours at eight selected libraries in order to better manage its staff vacancies and budget reductions. Two charts are attached that indicate a) the number of hours each library has been scheduled as open since FY 95, and b) the total number of library service hours available each week to the community since FY 95. The numbers indicated for FY 04 assume a reduction of four hours per week at the eight largest libraries (Davis, Germantown, Olney, White Oak, Bethesda, Gaithersburg, Rockville and Wheaton). The charts show that the libraries were open a total of 760 hours per week in FY 95, with each library open between 40 and 56 hours per week (for an average of 45.3 hours per week at each branch). Library hours were increased beginning in FY 96, with small increments added in later years. In addition, the library system added Sunday hours at four more libraries in FY 00. The department requests approval to decrease the hours at the eight largest libraries by four hours per week, effective February 15, 2004. The hours of available public library service will still be 33% greater than in FY 95. Each of the eight libraries will reduce either a morning or an evening shift per week, based on the availability of other branch libraries in their same general area. For example, the Wheaton Library would close on Thursday mornings; the nearest libraries of Aspen Hill, Kensington Park and Silver Spring are all open on Thursday mornings. The department has resisted taking this step as long as possible, but we believe this is the best solution for further budget reductions at this time. The operating budget for DPL has been flat since FY 01. In that time, personnel costs have increased by \$3,000,000 even though we have reduced the DPL workforce by 25 Work Years. The department must already carry another 27 Work Years in vacancies in order to meet its FY 04 budget and subsequent FY 04 Savings Plan. Additionally, DPL already has reduced its non-personnel costs by approximately 33%. In short, we must address the personnel costs in order to achieve further savings, but the department cannot keep the existing number of hours of library service with the decreased staff with which we have to work. For the FY 04 Savings Plan, the department will manage these reductions in hours by decreasing the substitute budget allocated to the eight branches that will reduce hours. With fewer hours of operation, branch managers will be able to spread existing staff resources to cover open hours. These reduced library hours can be carried into FY 05 for additional cost savings in the coming fiscal year.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Libraries				
** S12	REDUCE: PERSONNEL COSTS - LAPSE	-71,020	0.0	0
	<u>Impact:</u> Because of employee resignations, the Department of Public Libraries has been able to identify additional savings in lapsed salaries and fringe benefits. A spreadsheet showing the projected lapse will be provided as back-up documentation for this projection.			
Public Libraries Total:		-929,510	-1.5	0
Public Works & Transportation				
S100	DECREASE COST: CHARGE PORTION OF DEPUTY DIRECTOR PC TO CIP	-36,100	-0.3	0
	<u>Impact:</u> This proposal will not result in any service impact. Since a significant amount of the Deputy Director's (DPWT Transportation Policy) time is devoted to Capital Improvement Projects, the Department believes that it is appropriate to charge 25% of his personnel costs to the CIP. We have included these charges in the FY05 CIP submission & it will be reflected in the FY05 Operating Budget submission. The Department is proposing that this personnel cost allocation between the General Fund & CIP be made effective in FY04 as well.			
S150	DECREASE COST: REAL ESTATE OFFICE OVERTIME	-15,000	0.0	0
	<u>Impact:</u> Eliminating paid overtime in the Real Estate Office will not impact service. The majority of overtime in this office is related to & charged against CIP Projects. Staff required to work in excess of their scheduled hours that is not associated with CIP Projects could earn comp time or flex their hours to accommodate operational requirements contingent upon supervisory approval.			
S151	DECREASE COST: LAPSE (3 MOS.) REAL ESTATE OFFICE MLS 3 POSITION	-22,050	-0.3	0
	<u>Impact:</u> Lapse of the vacant MLS III position in the Real Estate Office will not impact service. This position has been vacant since July 14, 2003 (the functions of which have been covered by the DPWT Deputy Director). It is anticipated to be filled on or around November 1, 2003. (Recruitment in process.)			
S152	DECREASE COST: REAL ESTATE OFFICE TEMPORARY CLERICAL SERVICE FUNDS	-1,200	0.0	0
	<u>Impact:</u> Elimination of FY04 funds for Temporary Clerical Service will result in the Real Estate Office having to rely solely on existing staff for all clerical & administrative support. Depending upon situations and requirements that may arise during the year, timeliness in ability to prepare and/or execute various functions could be impacted.			
** S153	DECREASE COST: LAPSE (6 MOS.) REAL ESTATE ANALYST	-37,180	-0.6	0
	<u>Impact:</u> This position was vacated by an promotion within the Real Estate Office. Due to the FY04 Savings Plan and hiring freeze, this position will remain vacant for the remainder of FY04. Workload will be required to be distributed among existing staff and may result in reduced response time in completion of assignments.			
S400	DECREASE COST: LAPSE TWO MLS III POSITIONS.	-20,000	-0.3	0
	<u>Impact:</u> Lapse in these two positions will reduce the response time in meeting the deadlines of correspondence and completing projects.			
S401	REDUCE: TRAINING & PROFESSIONAL DEVELOPMENT	-10,000	0.0	0
	<u>Impact:</u> Defer training opportunities for 100 professionals (Engineers, Architects and Surveyors).			
S402	REDUCE: AUTOMATION	-3,070	0.0	0
	<u>Impact:</u> Division will not be able to provide upgraded software for Engineers in a timely manner to work efficiently and keep up with the new technology.			
** S403	DECREASE COST: CHARGE PORTION OF TWO MLS 3 POSITIONS TO CIP (FROM 70% TO 80%)	-16,530	-0.2	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Works & Transportation				
	<u>Impact:</u> At present two MLS 3 positions 70% Salaries and Wages are charged to CIP and 30% to General fund and from 70% to CIP to 80% to CIP. Further review of these position's work efforts indicate the adjustment to increase their S&W to CIP by 10% is appropriate.			
S600	ELIMINATE: DIVISION CHIEF'S EMERGENCY FUND (OPERATIONS DIVISION)	-148,790	0.0	0
	<u>Impact:</u> The Division of Operations will have no funds to address unanticipated, emergency situations in County facilities.			
S601	REDUCE: LAPSE VACANT POSITIONS IN TRAFFIC OPERATIONS	-60,000	-1.0	0
	<u>Impact:</u> Continued vacancies will impact a majority of Traffic Operations programs including ability to install new signs, install pavement markings, respond to traffic signal malfunctions and maintain proper inventory levels.			
** S602	REDUCE: PEDESTRIAN BUFFERS -60%	-60,000	0.0	0
	<u>Impact:</u> Will limit deployment of new buffer and barrier treatments recommended by consultant study in the first year of the program. The Marinelli Road project however will continue in FY04.			
S603	REDUCE: LOOP DETECTOR REPAIR/REPLACEMENT -15%	-15,000	0.0	0
	<u>Impact:</u> Will reduce the number of signalized intersections for which loop detectors will be repaired or replaced from 20 to 17 for FY04. Result will be continuation of the inefficient, fixed-time operation of traffic signals due to inability to detect the presence of vehicles on side streets and left turn lanes.			
S604	REDUCE: ALARMS MAINTENANCE - 35%	-60,000	0.0	0
	<u>Impact:</u> Will reduce preventative maintenance on alarm systems, motion detectors, CCTV and associated monitoring devices in County facilities making them more vulnerable to breakdowns and expensive repairs.			
S605	REDUCE: PARKING SUPPLIES	-6,680	0.0	0
	<u>Impact:</u> Purchase of supplies for Parking Operations outside the Parking Lot Districts will be reduced.			
** S606	REDUCE: LAPSE PLUMBER I UNTIL FY05	-41,660	-1.0	0
	<u>Impact:</u> Lapsing this position will increase response times for facilities emergencies and defer preventative maintenance tasks until sufficient staffing is available. The reduction in preventative maintenance will increase equipment failures resulting in increased maintenance costs over time. We had planned to fill this vacancy in the fourth quarter but, in order to comply with Round II of the Savings Plan, we will lapse the position until FY05.			
** S607	REDUCE: LAPSE ELECTRICIAN I UNTIL FY05	-53,220	-0.8	0
	<u>Impact:</u> Lapsing this position will increase response times for requests for service and will reduce preventative maintenance on electrical equipment. These delays include replacing light bulbs and burned out ballasts and performing routine preventative maintenance on emergency generators and electrical panels. To meet Round II Savings Plan requirements this position will be lapsed until FY05.			
** S608	REDUCE: LAPSE BUILDING SERVICE WORKER II UNTIL FY05	-30,030	-0.9	0
	<u>Impact:</u> Lapsing this position will reduce cleaning services at the Executive Office Building. The frequency of vacuuming, dusting and trash pick up in offices and common areas will be reduced. To meet Round II Savings Plan requirements this position will be lapsed until FY05.			
** S609	REDUCE: LAPSE OSC UNTIL FY05	-40,010	-1.0	0
	<u>Impact:</u> Lapsing the OSC position will cause a delay in processing payments to vendors as well as delaying response to customer calls.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Works & Transportation				
	To meet Round II Savings Plan requirements this position will be lapsed until FY05.			
S610	ELIMINATE: PAINTING CONTRACT SERVICES	-32,070	0.0	0
	<u>Impact:</u> The elimination of painting funds will result in further deterioration of the exteriors of County facilities. These limited funds were used to protect the exterior wood and to prevent future expensive repairs. Increase in deferred maintenance backlog.			
S611	REDUCE: TREE MAINTENANCE	-200,000	0.0	0
	<u>Impact:</u> Approximately 2,500 trees will not be pruned (at cost of \$80/tree). In addition to pruning, the tree maintenance program includes stump removal, tree removal and emergency pruning. The 2,500 trees are now considered to be under the emergency since there is no funding for proactive block pruning in FY04. Emergency pruning removes dangerous limbs from trees to prevent injury to pedestrians and damage to vehicles. Due to Hurricane Isabel, the stump removal backlog has increased to 24 - 26 months.			
S612	REDUCE: ROADWAY PATCHING	-200,000	0.0	0
	<u>Impact:</u> Reduction in the purchase of materials for roadway patching, such as crack seal and bituminous concrete, will mean that cracks will not be sealed and the permanent filling of potholes may not be accomplished in a timely manner. Without these two activities being performed proactively, the cracks will become wider and the potholes could become larger thus allowing water to infiltrate the roadway system causing further, more rapid deterioration that will ultimately require more costly repairs.			
** S613	DECREASE COST: LAPSE MANAGEMENT & BUDGET SPECIALIST III	-24,940	-0.3	0
	<u>Impact:</u> Responsibility for the Division's entire budget and all financial matters will be shifted to the two remaining Mgmt. & Budget Specialists.			
** S614	DECREASE COST: ABOLISH MANAGEMENT & BUDGET SPECIALIST III	-16,620	-0.2	0
	<u>Impact:</u> Responsibility for the Division's entire budget and all financial matters will be shifted to the two remaining Management & Budget Specialists.			
** S615	REDUCE: LAPSE PUBLIC SERVICE WORKER UNTIL FY05	-43,040	-0.7	0
	<u>Impact:</u> Lapsing this position will cause reduction in the amount of painting of crosswalks and road markings which can be accomplished this year.			
	To meet Round II Savings Plan Requirements, this position will be lapsed until FY05.			
** S616	REDUCE: ABOLISH PROPERTY MANAGER II	-25,280	-0.3	0
	<u>Impact:</u> Property Manager II position will be eliminated. Responsibility for all County facilities will be shifted to the remaining four Property Managers. This will cause a reduction in our ability to respond quickly to customers' work requests.			
** S617	REDUCE: ABOLISH PROGRAM SPECIALIST II	-22,410	-0.3	0
	<u>Impact:</u> This filled position is located in the Security Section of the Division of Operations. The primary responsibilities include managing the Rockville Core Parking Program and providing technology assistance as it relates to electronic applications and developing and implementing various initiatives for the Section Chief. Work load will be distributed to the Section Chief, Security Supervisor and the Section Aide.			
** S618	REDUCE: LAPSE MAINTENANCE & RENOVATION SPECIALIST UNTIL FY05	-71,500	-0.8	0
	<u>Impact:</u> This position is responsible for management of maintenance contract-support services. Lapsing this position will distribute the work load among the remaining four MRIs. This will result in a delayed response to contract-supported maintenance requests.			
** S619	REDUCE: LAPSE PROGRAM MANAGER II UNTIL FY05	-59,800	-1.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Public Works & Transportation				
	<u>Impact:</u> This position is responsible for cross-departmental emergency management and regional operations coordination. Engineering staff will continue to provide these functions at the expense of their projects.			
** S620	REDUCE: FACILITY MAINTENANCE	-50,910	0.0	0
	<u>Impact:</u> This across-the-board cut in facilities maintenance to meet the Round II Savings Plan will result in deferring many non-emergency maintenance requests.			
Public Works & Transportation Total:		-1,423,090	-10.0	0
PWT-Transit Services				
S1	DECREASE COST: LAPSE VACANT PAA POSITION IN MANAGEMENT SERVICES	-31,520	-0.5	0
	<u>Impact:</u> The PAA position in Management Services will be vacant for 6 months and is expected to be filled 1/1/04.			
S2	DECREASE COST: LAPSE VACANT MANAGER III POSITION - SILVER SPRING RIDE ON	-40,260	-0.3	0
	<u>Impact:</u> The Manager III position at Silver Spring Ride On is currently vacant and is expected to be filled 11/01/03.			
S3	DECREASE COST: LAPSE VACANT SUPERVISORY POSITIONS (2) - GAITHERSBURG RIDE ON	-23,620	-0.3	0
	<u>Impact:</u> Two supervisory positions at Gaithersburg Ride On were lapsed until mid-September. These positions are expected to be filled mid-November.			
S4	REDUCE: FY04 BIKE RACK REPAIRS/REPLACEMENT	-20,000	0.0	0
	<u>Impact:</u> In FY04, the repair and replacement of bike racks will be limited to safety emergencies and those repairs that can be made with existing parts inventory.			
S5	REDUCE: CLEANING SCHEDULE OF SILVER SPRING BUS PARKING LOTS	-20,000	0.0	0
	<u>Impact:</u> The Silver Spring Ride On bus lot cleaning schedule will be every other month, instead of every month.			
S6	REDUCE: CLEANING SCHEDULE OF GAITHERSBURG RIDE ON PARKING LOTS	-20,000	0.0	0
	<u>Impact:</u> The Gaithersburg Ride On bus lot cleaning schedule will be every other month, instead of every month.			
S7	ELIMINATE: FY04 INSTALLATION OF ANY NEW BUS SHELTERS & BENCHES PENDING INVENTORY COMPLETION	-43,520	0.0	0
	<u>Impact:</u> Funds will be eliminated for the installation of any new bus shelters and benches in the FY04 budget pending the completion of a bus stop facilities inventory.			
** S8	REDUCE: GO MONTGOMERY! SERVICE BY DELAYING NEW SERVICE UNTIL MAY 2004	-141,460	-4.0	-42,000
	<u>Impact:</u> Delay the first Ride On bus service in the Go Montgomery plan until May of 2004. Related revenue loss is also reflected in FY04 estimates.			

Transit will continue to hire bus operators in order to work towards a full personnel complement.

Recreation

S1	DECREASE COST: OVERTIME FOR STAFF IN THE DIRECTOR'S OFFICE	-7,700	0.0	0
	<u>Impact:</u> As the majority of staff in this office are MLS employees there is no need for the amount of budgeted overtime. There will be no impact from this decrease.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Recreation				
S2	DECREASE COST: CENTRAL DUPLICATING EXPENSES IN THE DIRECTOR'S OFFICE <u>Impact:</u> This office is making better use of sending information electronically resulting in less need for copying information for distribution. There will be no impact from this decrease.	-2,000	0.0	0
S3	DECREASE COST: MOTOR POOL EXPENSES IN THE DIRECTOR'S OFFICE <u>Impact:</u> There was a \$10,000 savings for this in FY 03 and it is felt that this savings can carry forward in the future. There will be no impact from this decrease.	-10,000	0.0	0
S4	DECREASE COST: LAPSE TWO VACANT PROGRAM AIDE POSITIONS FOR FIVE MONTHS IN MANAGEMENT SERVICES <u>Impact:</u> There will be little to no impact from this decrease in expenditures for the two vacant program aide positions. This work will be done on a temporary basis by existing temporary staff and some career staff.	-19,300	-0.6	0
S5	DECREASE COST: VAN AND TRUCK RENTAL ON THE AFFILIATED SERVICE TEAM <u>Impact:</u> Impact will be minimal. Efforts will be made to use vehicles from other teams and departments.	-10,000	0.0	0
S6	DECREASE COST: OPERATING COSTS FOR OTHER SPECIAL COUNTY FUNCTIONS ON THE AFFILITATED SERVICES TEAM <u>Impact:</u> There should be no impact. Increased efforts will be made to recruit volunteer and donated entertainment programs where possible. Military bands will be scheduled to fill the gap where appropriate.	-2,500	0.0	0
S7	DECREASE COST: COMPUTER TRAINING ON AFFILIATED SERVICES TEAM <u>Impact:</u> The utilization of cascade training and increased efforts to make more effective use of current software programs will allow for minimal impact.	-4,000	0.0	0
S8	DECREASE COST: LAPSE THE VACANT RECREATION SPECIALIST ON AFFILIATED SERVICES TEAM <u>Impact:</u> This decrease in cost was due to a vacant position that was lapsed for three months and the incumbent was hired at a lower rate of pay than the budgeted vacant position.	-15,820	-0.3	0
** S9	DECREASE COST: FACILITY MAINTENANCE OPERATING EXPENSES <u>Impact:</u> The decreases will be taken from office supplies, cleaning supplies, painting supplies, uniforms, and tools; and will have little to no impact. The current supplies will be used more sparingly and efficiencies can be realized. This was part of the first round of savings, the second round has been added to this.	-39,250	0.0	0
S10	DECREASE COST: LAPSE TWO VACANT RECREATION SPECIALIST POSITIONS ON THE CCS TEAM <u>Impact:</u> The two vacant recreation specialist positions were lapsed for six pay periods each. There was no impact from this short lapse.	-24,520	-0.6	0
S11	DECREASE COST: PART-TIME SEASONAL STAFF FOR THE SUMMER CAMPS <u>Impact:</u> Because some Summer Camps did not operate in FY 04 there will be a savings in seasonal salaries. There was no service impact above that which we already anticipate.	-85,080	0.0	0
S12	DECREASE COST: LAPSE THE VACANT RECREATION SPECIALIST ON THE AQUATICS TEAM <u>Impact:</u> In order to compensate for this decreased cost, full time staff workloads will increase for supervisors and other recreation	-23,400	-0.5	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Recreation				
	specialists. This strategy potentially may cause longer work hours and burnout for aquatic staff. With the addition of the Martin Luther King, JR. Outdoor pool, workloads will increase even more. This position will be need to be filled in early FY 05.			
S13	DECREASE COST: OPERATING EXPENSES IN THE WESTERN REGION <u>Impact:</u> Operating expenses in the following areas will be reduced in the Western Region: cellular phones, metropolitan area travel, professional licenses, Board of Education rental, arts and crafts supplies, athletic apparel, other sports supplies, other recreation expenses, other rentals, other equipment repair, and other miscellaneous operating expenses. The impact will be a slight reduction available in assistance to community initiatives.	-12,000	0.0	0
S14	DECREASE COST: LAPSE A VACANT COMMUNITY ACTIVITIES COORDINATOR POSITION IN THE MID-COUNTY REGION <u>Impact:</u> A vacant community activities coordinator position is being lapsed and the programs will be covered by seasonal staff and volunteers as much as possible. Because this is a very active community center, this position will need to be filled at some point in FY 05.	-11,000	-0.3	0
S15	DECREASE COST: OPERATING EXPENSES IN MID COUNTY REGION <u>Impact:</u> Operating expenses in the following areas will be reduced: metropolitan area travel, arts and crafts supplies, trophies and awards, other sports supplies, and other recreation expenses. There will be little impact from these reductions; some community activities may have to be scaled back.	-8,500	0.0	0
S16	DECREASE COST: OPERATING EXPENSES IN THE SILVER SPRING REGION <u>Impact:</u> Operating expenses to be reduced include: metropolitan area travel, professional licensing, first aid/CPR training, arts and crafts supplies, other sports supplies, other recreation equipment, other equipment repair, food/meals, and miscellaneous expenses. Assistance provided to community activities may be reduced.	-11,000	0.0	0
S17	DECREASE COST: ARTS AND CRAFTS SUPPLIES IN THE COMMUNITY CENTERS IN THE SILVER SPRING REGION <u>Impact:</u> Staff will reduce the need for arts and crafts supplies through recycling summer craft supplies.	-2,000	0.0	0
S18	DECREASE COST: LAPSE A VACANT COMMUNITY ACTIVITIES COORDINATOR POSITION AT THE DIVERSITY CENTER <u>Impact:</u> A vacant community activities coordinator position is being lapsed at the Diversity Center. The Center will utilize volunteers and some seasonal staff to cover the programs of that position.	-25,000	-0.6	0
S19	DECREASE COST: OPERATING EXPENSES IN THE EAST REGION <u>Impact:</u> Operating expenses to be decreased are: metropolitan area travel, Board of Education rental, recreation outreach, and other recreation expenses. There will be minimal impact to the overall region management.	-12,000	0.0	0
S20	DECREASE COST: LAPSE A VACANT RECREATION SPECIALIST POSITION AND A VACANT COMMUNITY ACTIVITIES COORDINATOR POSITION IN THE UPPER COUNTY REGION <u>Impact:</u> The vacant recreation specialist position was lapsed for six pay periods and the vacant community activities coordinator will be lapsed for the remainder of the year. The recreation specialist position has been filled by the community activities coordinator whose position will be covered by seasonal staff. This is a very diverse and active community center; the position will need to filled at some point in FY 05.	-35,690	-0.9	0
** S21	DECREASE COST: LAPSE A VACANT MLS III POSITION AND A VACANT RECREATION SUPERVISOR POSITION ON THE COMMUNITY SERVICES TEAM <u>Impact:</u> Lapse a vacant MLS III position and a vacant recreation supervisor position. The recreation supervisor is filling the MLS II position and the recreation supervisor will remain vacant through FY 04. The MLS III Manager will handle the	-82,960	-1.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Recreation				
	responsibilities of this position. The position will need to be filled in FY 05. This was part of the first savings plan, the second savings plan has been added to this.			
** S22	DECREASE COST: LAPSE VACANT RECREATION SUPERVISOR AND VACANT RECREATION SPECIALIST POSITIONS ON THE SR/TR TEAM <u>Impact:</u> Lapse vacant recreation supervisor position and a vacant recreation specialist position. The recreation specialist filled the recreation supervisor position after six pay periods. The recreation specialist position will remain vacant through FY 04 and will be covered by other recreation specialists when available, and by seasonal staff and volunteers. The position will need to be filled in FY 05. This was part of the first savings plan, the second savings plan has been added to it.	-75,320	-1.0	0
** S23	DECREASE COST: LAPSE A VACANT PROGRAM SPECIALIST POSITION AT THE DIVERSITY CENTER <u>Impact:</u> Lapse a vacant program specialist position at the Diversity Center for two pay periods. There will be no impact from this lapse. This was part of the first savings plan, the second savings plan has been added to it.	-4,910	-0.1	0
** S24	DECREASE COST: LAPSE VACANT OFFICE SERVICES COORDINATOR POSITION IN THE ADMINISTRATIVE OFFICE <u>Impact:</u> There will some impact with this reduction, but Office Services Coordinators from other Teams will fill in when they are available. This position will need to be filled in FY 05.	-24,500	-0.6	0
** S25	DECREASE COST: LAPSE A VACANT RECREATION SUPERVISOR POSITION ON THE AQUATICS TEAM <u>Impact:</u> For a six month period there will be little to no impact on services. The remaining two supervisors and the Aquatics Recreation Supervisor will share the responsibilities for this position. With a new pool opening in May, 2004 the position will need to filled in FY 05.	-51,200	-0.6	0
** S26	DECREASE COST: SHIRTS FOR YOUTH SPORTS <u>Impact:</u> This decrease in cost will have no impact on programs. There are enough shirts on hand from past seasons to cover this decrease.	-4,000	0.0	0
Regional Services Centers				
** S1	DECREASE COST: MID-COUNTY - LAPSE OF REDEVELOPMENT DIRECTOR POSITION <u>Impact:</u> Lapse during recruitment period for a new Wheaton Redevelopment Director.	-16,440	-0.2	0
S2	DECREASE COST: SSRSC - OTHER CENTRAL DUPLICATING <u>Impact:</u> Decrease in the in-house production of maps and flyers distributed throughout the community.	-300	0.0	0
S3	DECREASE COST: EC-LAPSE OF PAA POSITION <u>Impact:</u> There should be minimal impact with this reduction in cost, as there was a delay in our recruitment of the PAA position.	-7,010	-0.3	0
S4	DECREASE COST: SSRSC-OUTSIDE PRINTING <u>Impact:</u> Outside Printing services provide an immediate turn around in Redevelopment Program information. The amount of information provided to the business community will be reduced.	-2,000	0.0	0
S5	DECREASE COST: SSRSC - NON-METRO TRAVEL <u>Impact:</u> In order to meet the savings plan, the SSRSC will reduce the number of opportunities for staff to represent our programs outside the region and to participate in training opportunities in the business community.	-500	0.0	0
S6	DECREASE COST: SSRSC - TEMPORARY CLERICAL	-5,000	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Regional Services Centers				
	<u>Impact:</u> SSRSC uses temporary clerical to assist the part time PAA with front desk coverage and program support and provides the only front desk coverage at the center from 2:30 pm to 5:30 pm.			
S7	DECREASE COST: SSRSC - CELL PHONE REIMBURSEMENT	-2,000	0.0	0
	<u>Impact:</u> A reduction in staff reimbursement for cellular phone use will reduce the ability to respond to the needs of multiple programs and/or tasks associated with center programs while attending meetings or otherwise out of the office.			
S8	DECREASE COST: SSRSC - GENERAL OFFICE SUPPLIES	-2,500	0.0	0
	<u>Impact:</u> Reduction in the office supply budget impacts our ability to increase our in-house printing.			
S9	DECREASE COST: SSRSC - OTHER UTILITIES	-1,000	0.0	0
	<u>Impact:</u> Other Utilities have been reduced by the decrease in the amount of leased space the SSRSC currently occupies.			
S10	DECREASE COST: SSRSC - OTHER MISCELLANEOUS OPERATING	-3,000	0.0	0
	<u>Impact:</u> A reduction in miscellaneous operating impacts the center's inability to be flexible in programming and responding to budget reductions in other areas.			
S11	DECREASE COST: URSC- LAPSE OF EXECUTIVE ADMINISTRATIVE AIDE POSITION	-10,960	-0.3	0
	<u>Impact:</u> Recruitment of an Executive Administrative Aide is in progress. It is expected the hiring process will take approximately three months.			
S12	DECREASE COST: BCC-RSC: 3401 - NON-METROPOLITAN AREA TRAVEL	-500	0.0	0
	<u>Impact:</u> This reduction eliminates any opportunity for staff to travel to meetings, workshops, and conferences outside the county region.			
S13	DECREASE COST: BCC-RSC: 3549 - OTHER EDUCATION, TUITION AND TRAINING	-1,000	0.0	0
	<u>Impact:</u> In FY04, the Bethesda-Chevy Chase Regional Services Center had two of the five positions turn over. This reduction eliminates the opportunity for team building with new staff and any skill development for the new staff.			
S14	DECREASE COST: BCC-RSC: 4639 - OTHER BOOKS, VIDEOS & SUBSCRIPTIONS	-100	0.0	0
	<u>Impact:</u> This reduction eliminates subscriptions to newsletters, periodicals and newspapers which enable staff to keep informed on issues relevant to this business community.			
S15	DECREASE COST: BCC-RSC: 4799 - OTHER SUPPLIES AND MATERIALS	-400	0.0	0
	<u>Impact:</u> In FY04, the Bethesda-Chevy Chase Regional Services Center got new phone numbers. Also, 11 new members (of 15 total members) will be appointed to the Western Montgomery County Citizens Advisory Board. This reduction limits the amount of new business cards stationery and brochures that are needed to inform the Bethesda, Chevy Chase, Garrett Park, Glen Echo, Friendship Heights, North Bethesda and Potomac communities about these changes.			
S16	DECREASE COST: BCC-RSC: 4902 - OTHER OFFICE EQUIPMENT RENTAL	-1,000	0.0	0
	<u>Impact:</u> The reduction will eliminate the opportunity to rent equipment when needed.			
S17	DECREASE COST: BCC-RSC: 5149 - OTHER BOARDS, COMMISSIONS, AND COMMUNITY EXPENSES	-1,000	0.0	0
	<u>Impact:</u> In FY04, 11 new members (of 15 members) will be appointed to the Western Montgomery County Citizens Advisory Board. This reduction eliminates the opportunity for education and team building and limits the Board's community			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Regional Services Centers				
	outreach initiatives and committee projects.			
** S18	DECREASE COST: BCC-RSC: 6999 - OTHER MISCELLANEOUS OPERATING	-10,430	0.0	0
	<u>Impact:</u> This reduction eliminates funds for repair and replacement of equipment in the community meeting rooms and the cleaning of the glass tops on the conference room table and reception desk. The reduction also all but eliminates the amount of funds that is available to provide street and sidewalk services in the "subregional and community activity centers"			
** S19	DECREASE COST: URSC- INTERPRETER SERVICE	-480	0.0	0
	<u>Impact:</u> The Upcounty region services a large deaf impaired community. The reduction of interpreter service funds will result in reduced accessibility of the deaf and haring impaired community to the services provided by the Upcounty Regional Services Center.			
** S20	DECREASE COST: URSC- TEMPORARY OFFICE CLERICAL	-500	0.0	0
	<u>Impact:</u> It is imperative to provide efficient customer service and a reduction in temporary office clerical will result in less coverage and diminished customer service to the community.			
** S21	DECREASE COST: URSC- CELLULAR PHONE LINE	-500	0.0	0
	<u>Impact:</u> With the Upcounty region encompassing 250 sq. miles, cellular phones are critical for community liaisons to carry out their responsibilities. Liaisons staff four satellite offices weekly and also use the cellular phone during evening meetings and events. A reduction of cellular phones will impair the ability for community liaisons to communicate when attending meetings and staffing satellites.			
** S22	DECREASE COST: URSC- CENTRAL DUPLICATING POSTAGE	-500	0.0	0
	<u>Impact:</u> The Upcounty Regional Services Center keeps its residents and Advisory informed with mailings of announcements, flyers, and board information. A reduction in postage will result in less mailings and updates to the citizens.			
** S23	DECREASE COST: URSC- OTHER EDUCATION	-500	0.0	0
	<u>Impact:</u> The Upcounty Regional Services Center is dedicated to professional development of its staff and in keeping with its intensive outreach activities to a citizenry possessing a high education level. Reduction of funds will significantly impact the continuing professional development of our staff.			
** S24	DECREASE COST: URSC- COMPUTER EQUIPMENT	-500	0.0	0
	<u>Impact:</u> Efficient and up-to-date computer equipment is essential in maintaining communication with Upcounty residents and providing adequate outreach.			
** S25	DECREASE COST: URSC- BOARD EXPENSES	-500	0.0	0
	<u>Impact:</u> The Upcounty Citizens Advisory Board (UCAB) focuses on issues in more than nineteen communities in the region, each with distinctive issues. A reduction in board expenses will hinder the focus and outreach of the UCAB in important events such as the CIP forum, an annual report, an annual bus tour, and various informative community meetings.			
** S26	DECREASE COST: URSC- EMERGING COMMUNITIES FUND	-2,000	0.0	0
	<u>Impact:</u> Emerging Community Funds for the Germantown Town Center area will be used for enhanced maintenance. This will include additional trash removal, mowing, edging, spraying, and weeding in the median areas and along curbs as well as establishment of median planting beds. Initial plans for similar services in downtown Damascus have been eliminated due to this reduction.			
** S27	DECREASE COST: EC- EMERGING COMMUNITIES FUND	-3,510	0.0	0
	<u>Impact:</u> Trash cans, flags, and brackets have already been identified for placement in the Burtonsville area. Trash collection will be contracted at the rate of once a week.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Regional Services Centers				
	Focus on the White Oak area will be occurring in FY 2005 once Construction is complete along the New Hampshire portion of the commercial district.			
** S28	DECREASE COST: SSRSC - EMERGING COMMUNITIES INITIATIVE	-8,150	0.0	0
	<u>Impact:</u> The Emerging Communities Initiative provides funds for expanded maintenance services in the neighborhoods throughout the region. SSRSC will reduce funds for this initiative to meet the FY04 second tier savings plan. These funds were being used to provide maintenance in the Montgomery Hills commercial area. Reducing this fund will eliminate this program for the balance of the year.			
** S29	DECREASE COST: MCRSC - EMERGING COMMUNITIES FUND	-1,800	0.0	0
	<u>Impact:</u> Trash cans, flags, and brackets have already been ordered for the Olney area with regard to the Emerging Communities Initiative. Trash collection will be done at the rate of once a week. We will maintain what has already been put into place.			
** S30	DECREASE COST: MCRSC - GENERAL OFFICE SUPPLIES - REDEVELOPMENT OFFICE	-1,920	0.0	0
	<u>Impact:</u> Will result in a decrease in the purchase of office supplies. Will impact the Wheaton Redevelopment Office and the Wheaton Redevelopment Steering Committee and its various subcommittees.			
Regional Services Centers Total:		-86,000	-0.8	0
Sheriff				
S1	DECREASE COST: LAPSE PART-TIME PRINCIPAL ADMINISTRATIVE AIDE (PAA) POSITION FOR 6 MONTHS	-10,800	-0.2	0
	<u>Impact:</u> A parttime Principle Administrative Aide moved into a full-time slot in the Civil Section. Hiring of the vacant PAA position was delayed to help meet savings plan. Other staff are assuming the additional workload.			
S2	REDUCE: TEMPORARILY REDUCE ENTRY LEVEL SCREENING STAFF.	-54,270	0.0	0
	<u>Impact:</u> Temporarily reduce the screening staff that assist with getting jurors and visitors into the buildings during the peak hours during the week. Public and Jurors will have to remain in longer lines to enter the building.			
S3	DECREASE COST: DEFER OPERATING EXPENSES	-30,000	0.0	0
	<u>Impact:</u> Operating expenses will have to be postponed to meet the savings plan. Decisions will be made towards year end as to what operating expenses can be deferred.			
S4	DECREASE COST: SALARY LAPSE FOR PUBLIC SAFETY AIDE AND DEPUTY SHERIFFS	-35,520	-0.4	0
	<u>Impact:</u> Currently there is a vacant Public Safety Aide (PSA) position. In addition, two Sheriff deputies are being called into active duty. Keeping the PSA position vacant for longer than 4 months will increase the workload for the entire Domestic Violence Unit.			
** S5	REDUCE: INCREASE DEPUTY LAPSE	-105,330	-1.5	0
	<u>Impact:</u> Do not fill three deputy positions that are vacant. Will add to the vacancies for the July 2004 class.			
** S6	DECREASE COST: LAPSE PRINCIPAL ADMINISTRATIVE AIDE POSITION	-25,260	-0.5	0
	<u>Impact:</u> Lapse vacant PSA position			
Sheriff Total:		-261,180	-2.6	0
State's Attorney				
** S1	DECREASE COST: SIX MONTHS LAPSE OF SENIOR ATTORNEY POSITION	-71,400	-0.5	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
State's Attorney				
	<u>Impact:</u> There will be no impact to services as a new attorney will be hired to fill the position starting FY05.			
S2	DECREASE COST: OTHER OUTSIDE PRINTING/COPYING	-4,000	0.0	0
	<u>Impact:</u> This expense is for outside duplication services that the county print shop no longer provides. Our office will continue to monitor these expenses to avoid any unnecessary costs but there is not much flexibility since these costs are related to criminal trials. As a result, these cuts only can be made in the short term without any impact to services.			
S3	DECREASE COST: NON METROPOLITAN AREA TRAVEL	-1,000	0.0	0
	<u>Impact:</u> This expense is related to all travel outside of the metropolitan area. It is used for costs associated with seminars, conferences and training for the professional development of our attorneys. This cut only can be made in the short term without any impact to services.			
S4	DECREASE COST: OTHER SUPPLIES AND EQUIPMENT	-8,000	0.0	0
	<u>Impact:</u> This expense is used solely for the preparation of all graphics used in the prosecution of criminal trials. In jury trials, these graphics are a necessary tool in the successful prosecution of a criminal case. This short term cut can be made without any impact to services.			
S5	DECREASE COST: BOOKS/REFERENCE MATERIALS	-8,000	0.0	0
	<u>Impact:</u> This cost is related to the purchase and updating of all reference materials in the office library. This short term cut can be made without any impact to services.			
S6	DECREASE COST: COMPUTER EQUIPMENT REPAIRS/MAINTENANCE	-1,400	0.0	0
	<u>Impact:</u> This expense is related to the payment of maintenance agreements and the repair of computer related equipment. Cuts can be made to this expense without any impact to services.			
State's Attorney Total:		-93,800	-0.5	0
Technology Services				
S1	DECREASE COST: LAPSE SAVINGS AS A RESULT OF HIRING FREEZE	-280,000	-3.0	0
	<u>Impact:</u> Personnel cost savings can be achieved by freezing the hiring of several vacancies. The Department will experience delay in executing its goals and objectives such as delivery of new applications and responding to requests for supporting current applications.			
S2	DECREASE COST: TRAINING FUNDS	-134,720	0.0	0
	<u>Impact:</u> Savings from department training funds can be achieved by freezing the training opportunities. Lack of training will impact the department's ability to keep staff abreast of new technologies and processes.			
S3	DECREASE COST: FAMIS MAINTENANCE	-40,000	0.0	0
	<u>Impact:</u> The DTS budget contains \$103,000 to maintain the FAMIS, ADPICS and BPREP systems. The vendor, KPMG, has withdrawn standard support for the DB/2 version of these three systems. KPMG will support our systems on a time and materials arrangement, at cost of \$203/hr. Targeting these funds for the FY04 Savings Plan puts the County at risk of not having sufficient funds to fix these systems if emergencies arise. In addition, the systems currently contain problems and/or areas which require repairs and/or enhancements. By freezing the funds the County users will continue to operate the systems at a disadvantage. Net impact DTS and Finance = Savings of \$40,000. As agreed to by DTS, DTS savings target will increase by \$20,000 to \$454,720; Finance's savings target will decrease by \$20,000 to \$139,500.			
** S4	DECREASE COST: ENTERPRISE SERVICES DIVISION (ESD) - OPERATING FUNDS	-100,000	0.0	0
	<u>Impact:</u> The professional service funds of \$100,000 in Public Safety Data Support within Enterprise Services Division will be saved by deferring planned work from FY04 to FY05.			

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Technology Services				
** S5	DECREASE COST: ENTERPRISE APPLICATIONS DIVISION (EAD) - RESOURCE LOCATOR <u>Impact:</u> Online Resource Locator budget will be reduced by 50% to meet the savings target. Some work will be done by in-house staff.	-23,000	0.0	0
** S6	DECREASE COST: IT STRATEGIC PLANNING <u>Impact:</u> Expenditures for IT strategic planning fund of \$20,000 will be reduced to meet the FY04 savings target. There is no operating service impact.	-20,000	0.0	0
** S7	DECREASE COST: IT CONSULTING SERVICE <u>Impact:</u> Freeze IT consulting service expenditures to 50% budget; acquire minimum IT consulting services. The ability to make IT decisions with a third-party professional recommendation/validation will be impacted.	-10,000	0.0	0
** S8	DECREASE COST: ENTERPRISE INFRASTRUCTURE DIVISION (EID) - OPERATING FUNDS <u>Impact:</u> Reduce expenditures for data security consulting assistance. The Data Security team will perform the work originally planned to be outsourced.	-44,360	0.0	0
** S9	DECREASE COST: COUNTY DIRECTORY PRINTING <u>Impact:</u> Freeze County's phone directory printing budget by 2/3. Impact: Departments get minimum number of printed phone directories and are encouraged to go online to search for telephone numbers.	-20,000	0.0	0
Technology Services Total:		-672,080	-3.0	0

Urban DistrictsUrban District - Silver Spring

S1	DECREASE COST: LAPSE CONSERVATION/SERVICE CORPS CREW TRAINER (G18) <u>Impact:</u> The third shift Corps Supervisor position is vacant. Recruitment has begun creating a lapse of .2WY.	-9,890	-0.2	0
S2	DECREASE COST: ADVERTISING EXPENSE <u>Impact:</u> Reduction in new advertising campaign design for marketing program.	-2,500	0.0	0
S3	DECREASE COST: ELECTRICAL MAINTENANCE <u>Impact:</u> Reduction impacts the streetlight maintenance.	-10,000	0.0	0
** S4	DECREASE COST: SECURITY SERVICES <u>Impact:</u> Reduction in hours allotted to provide presence on the street. This will impact our presence in the CBD, which given the level of activity and the perception of crime could have a negative impact on the image of downtown.	-19,080	0.0	0
Urban District - Silver Spring Total:		-41,470	-0.2	0

Urban District - Wheaton

** S2	DECREASE COST: WINTER CRAFTS FAIR <u>Impact:</u> Historically, the Wheaton Winter Crafts Fair draws approximately 500 people to the downtown area for this event. In FY04 the Wheaton Urban District was asked to be a co-sponsor of an exciting new event - a Tribute to Chuck Levin Wheaton's Fall Music Fest. This year only, the two events would have been one week apart. Therefore, in order to co-sponsor the Music Fest we had to cancel the Crafts Fair. The Music Fest is expected to draw approximately 7,500 to downtown Wheaton. Since we are a co-sponsor we are receiving assistance in funding this event and will not require the	-6,160	0.0	0
-------	--	--------	-----	---

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
Urban Districts				
	entire \$8,500 which was originally budgeted for the Crafts Fair. With the Fall Music Fest we will be able to draw far more people to the downtown area for less money.			
	Urban District - Wheaton Total:	-6,160	0.0	0
Utilities				
** S1	REDUCE: ELECTRICAL USAGE AT MCCF	-48,000	0.0	0
	<u>Impact:</u> DOCR has determined (in consultation with Facilities and Services, DPWT) that energy conservation will result in substantial savings (20% reduction) at MCCF.			
	Utilities Total:	-48,000	0.0	0
Zoning & Administrative Hearings				
S1	DECREASE COST: PROFESSIONAL COMPUTER	-550	0.0	0
	<u>Impact:</u> No impact. One-time expense to purchase computer for new employee. Purchase was completed for \$556 less than budgeted			
S2	DECREASE COST: NON-METROPOLITAN TRAVEL	-2,000	0.0	0
	<u>Impact:</u> Hearing Examiners will forego attending any educational seminars requiring travel			
S3	DECREASE COST: BOOKS AND REFERENCE	-1,460	0.0	0
	<u>Impact:</u> List of legal publications for OZAH law library will be pared down.			
	Zoning & Administrative Hearings Total:	-4,010	0.0	0
Montgomery County Government Total		-12,274,740	-82.6	534,510

MCPSMCPS Current Fund

** S1	DECREASE COST: ADMINISTRATION - BUSINESS AND FINANCIAL SUPPORT POSITIONS (CAT 1)	-600,000	0.0	0
	<u>Impact:</u> Projected lapse and turnover savings in business and financial support functions.			
** S2	DECREASE COST: MID-LEVEL ADMINISTRATION (CAT 2)	-600,000	0.0	0
	<u>Impact:</u> Projected lapse and turnover savings.			
** S3	DECREASE COST: INSTRUCTIONAL SALARIES - LAPSE SAVINGS DUE TO LOWER ENROLLMENT (CAT 2)	-3,000,000	0.0	0
	<u>Impact:</u> Greater than anticipated lapse savings due to actual enrollment in K-12 being 1,427 students less than projected.			
** S4	DECREASE COST: TEXTBOOKS AND INSTRUCTIONAL SUPPLIES (CAT 4)	-2,500,000	0.0	0
	<u>Impact:</u> Savings in materials and instructional supplies from lower than projected enrollment and comprehensive expenditure restrictions.			
** S5	DECREASE COST: OTHER INSTRUCTIONAL COSTS - EQUIPMENT (CAT 5)	-400,000	0.0	0
	<u>Impact:</u> Funds for equipment that have not been allocated will be held in reserve.			
** S6	DECREASE COST: SPECIAL EDUCATION - LOWER TUITION RATES FOR NONPUBLIC PLACEMENT (CAT 6)	-2,400,000	0.0	0

** denotes items that have been added or changed since the first transmittal

Ref No.	Title	Savings Amount	WYs	Revenue Changes
MCPS				
	<u>Impact:</u> Lower than anticipated tuition rates for nonpublic placement for special education students and higher than anticipated lapse and turnover savings.			
** S7	INCREASE COST: STUDENT PERSONNEL SERVICES (CAT7)	-200,000	0.0	0
	<u>Impact:</u> Higher than anticipated lapse and turnover savings in student support positions due to the freeze.			
S8	INCREASE COST: STUDENT TRANSPORTATION (CAT 9)	2,000,000	0.0	0
	<u>Impact:</u> Deficit is due to increased use of bus fuel and replacement parts, higher than budgeted non-position salary costs to cover increased overtime and substitutes to fill vacant routes and open runs, transportation of homeless students, and additional special education routes due to increased enrollment.			
** S9	INCREASE COST: OPERATION OF PLANT AND EQUIPMENT (CAT 10)	200,000	0.0	0
	<u>Impact:</u> Higher than budgeted natural gas rates.			
MCPS Current Fund Total:		-7,500,000	0.0	0
Montgomery County Public Schools Total		-7,500,000	0.0	0

M-NCPPCM-NCPPC Administration

S1	REDUCE: ADDITIONAL LAPS IN COMMUNITY-BASED AND COUNTYWIDE PLANNING	-298,800	-4.5	0
	<u>Impact:</u>			
S2	DECREASE COST: INCREASE LAPSE FOR A POSITION IN FINANCE DEPARTMENT	-45,000	-1.0	0
	<u>Impact:</u>			
S3	DECREASE COST: INCREASE LAPSE FOR AN ADMINISTRATIVE SPECIALIST IN THE DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT	-35,500	-1.0	0
	<u>Impact:</u>			
S4	DECREASE COST: FREEZE THE LAW CLERK IN THE GENERAL COUNSEL'S OFFICE OF THE LEGAL DEPARTMENT	-14,700	-0.6	0
	<u>Impact:</u>			
S5	REDUCE: REDUCE IN THE COMMISSIONER OFFICE USE OF SEASONAL TECHNICAL HEARING WRITERS, BOARD TRAVEL AND CONFERENCE PARTICIPATION, REDUCE COMPUTER REPLACEMENT PROGRAM, AND LIMIT REFRESHMENTS FOR BOARD EVENTS	-23,800	0.0	0
	<u>Impact:</u>			
S6	REDUCE: SUPPORT SERVICES	-11,800	0.0	0
	<u>Impact:</u>			
M-NCPPC Administration Total:		-429,600	-7.1	0

M-NCPPC Park (w/out Debt Serv.)

S1	REDUCE: INCREASE LAPSE IN PARK SERVICE (REPAIR AND PREVENTIVE MAINTENANCE, EXTEND PARK MOWING, DELAYS IN TRASH REMOVAL)	-1,063,800	-21.0	0
	<u>Impact:</u>			

** denotes items that have been added or changed since the first transmittal

FY04 Savings Plan - Description/Justification

Tax Supported

Ref No.	Title	Savings Amount	WYs	Revenue Changes
M-NCPPC				
	M-NCPPC Park (w/out Debt Serv.) Total:	-1,063,800	-21.0	0
	Maryland-National Capital Park and Planning Commission Total	-1,493,400	-28.1	0
	Tax Supported Total:	-21,268,140	-110.7	534,510
	FY04 Net Savings:	-21,802,650		
	(Total Exp. Savings & Revenue Changes)			

** denotes items that have been added or changed since the first transmittal